

STATEMENT OF GUIDING PRINCIPLES FOR AUXILIARY SERVICES

The Board of Directors shall, as it deems necessary, provide auxiliary services that will enhance the opportunity for all children to take full advantage of the educational program.

Approved: 11/16/87

Reviewed: 4/20/20

Revised:

Legal Ref.: Iowa Code Sections 283A; 285
Iowa Administrative Code Chapters 10, 22

SCHOOL LUNCH PROGRAM

The school system operates a school lunch program in its schools; it is administered by the director of food service, under the general supervision of the central office.

Food services include lunches, breakfasts and milk 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 Food Service Director along with Board of Directors will set, and periodically review, the prices for school meals 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.

Any sale of food or beverages to students during the lunch period will be under the supervision of the school food service manager for that school. Any revenue from such sales will be deposited and credited to the food service budget.

Employees, except for food service personnel, are required to maintain a positive balance in their lunch account for meals consumed. Food service employees will receive one meal daily.

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 manager 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 and other school sponsored groups 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 Food Service Director will cooperate with the building principals in all matters essential to the proper functioning of the food service program. The building principal in each school will be responsible for maintaining proper student discipline. Food service personnel will be directly responsible to the Food Service Director, and also to the building principal.

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 available to students;
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.

Approved: 11/16/87 Reviewed: 4/20/20 Revised: 4/16/07

Legal Ref.: Iowa Code Chapter 283A
Iowa Administrative Code 10.1; 10.2

Cross Ref.: 701.4, Eligibility for Free or Reduced-Cost Meals

Note: The Board of Directors may use funds disbursed to the district under Chapter 283A of the Iowa Code; gifts, funds received from sale of school lunches; and any other funds legally available to operate the school lunch program.

PURPOSE OF PROGRAM

The purpose of the School Lunch Program shall be to provide nutritional, balanced meals to the students of the school district on a self-supporting, non-profit basis and to utilize the program as an instrument of the teaching of nutrition education.

Approved: 11/16/87

Reviewed: 4/20/20

Revised:

Legal Ref.: Iowa Code Section 283A.1

SCOPE OF PROGRAM

School food service 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 under the supervision of the Food Service Director for food service to: (1) teacher or other school personnel groups, (2) parent-teacher meetings, (3) civic organization meetings for the purpose of better understanding the schools, and (4) senior citizens.

The child nutrition program shall be under the supervision of the Food Service Director who will establish and maintain a central record system, prepare menus and recipes, develop and implement standards, initiate purchasing, recommend personnel for employment, promotion, or dismissal, and conduct in-service training programs.

Approved: 11/16/87

Reviewed: 4/20/20

Revised: 4/16/07

FINANCIAL SUPPORT

District tax funds may, upon approval of the Board of Directors, be used to provide necessary physical plant facilities, purchase the initial equipment necessary for the establishment of food service in new or existing buildings, replace major items of equipment, and for payment of the salary of the Director of Food Service.

Approved: 11/16/87

Reviewed: 4/20/20

Revised:

Legal Ref.: Iowa Code Section 283A.2

Note: PPEL might be used if deemed necessary and for an extreme case scenario.

ELIGIBILITY FOR FREE OR REDUCED-COST MEALS

Children who attend school in the district will be provided nutritionally acceptable meals at no cost or at a reduced cost if they are unable to pay the regular price. Whether or not a particular child is eligible for free or reduced price meals or milk will be determined by the Food Service Director within Federal guidelines. Decisions on eligibility may be appealed to the superintendent of schools.

In accordance with the guidelines for participation in the National School Lunch program, and in accordance with the wishes of the Board, no child who a teacher believes is improperly nourished will be denied a meal simply because the proper papers have not been filed by his parents or guardian. The needs of the individual child will always be considered first.

The criteria and procedures for determining a student's need and the steps to secure free or reduced price meals will be outlined and made known to the general public by the Food Service Director. These criteria and procedures are established at the state/federal level.

Students who participate in free or reduced price meal programs will not be distinguished in any way from students who pay the regular price; great care shall be taken to protect the anonymity of these students. Their names will not be made known to any person except such staff member or members as needed to make the special arrangements for them.

The Board, in accordance with state and federal requirements, adopts an annual policy statement as recommended by the Department of Education, Child Nutrition Programs Division of the State of Iowa. That such a policy is adopted, and a copy of the policy statement and attachments, will be included in the minutes of the Board.

Approved: 11/16/87

Reviewed: 4/20/20

Revised: 4/16/07

Legal Ref.: Iowa Code Chapter 283A

Note: The annual agreement on participation in food programs between the school district and the State is on file in the office of the superintendent, together with copies of application forms, news releases, and appeal procedures. Copies of application forms are also available from each building principal's office.

MEAL CHARGES

In accordance with state and federal law, the West Liberty 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

All meal purchases are to be prepaid before meal service begins. Families may add money to student accounts in person or online. Payment may be made in person at the district or school office with cash, check, money order or debit/credit card or online with a debit/credit card. Students who do not have sufficient funds shall not be allowed to charge a la carte, extra milk or seconds.

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.

Employees may not charge for meals. All employees are expected to prepay for meals and maintain a positive or zero meal account balance.

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 when a student's meal account balance reaches the equivalent of five meals. Families will be notified by various methods of communication of low or negative account balances. Negative balances of more than \$30, not paid prior to the end of the month, will be turned over to the superintendent or superintendent's designee for collection.

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.

Approved: 11/16/87

Reviewed: 4/20/20

Revised: 6/5/17

Legal Ref.: 42 U.S.C. §§ 1751 et seq.
7 C.F.R. §§ 210 et seq.
U.S. DEP'T OF AGRIC., SP 46-2016, UNPAID MEAL CHARGES:
LOCAL MEAL CHARGE POLICIES 2016).
U.S. DEP'T OF AGRIC., SP 47-2016, UNPAID MEAL CHARGES:
CLARIFICATION ON COLLECTION OF DELINQUENT MEAL PAYMENTS
(2016).
U.S. DEP'T OF AGRIC., SP 57-2016, UNPAID MEAL CHARGES:
GUIDANCE AND Q&A (2016).
Iowa Code 283A.
281 I.A.C. 58.

Cross Ref.: 701 School Food Program
704.4 Free or Reduced Cost Meals Eligibility
710.3 Vending Machine

SUMMER PROGRAM BUS SERVICE

School buses may be used during the summer in connection with school-sponsored summer educational programs.

Approved: 11/16/87

Reviewed: 4/20/20

Revised:

Legal Ref.: Iowa Administrative Code 22.10(1)

Cross Ref.: 602.5, Summer School Instruction

TRANSPORTATION INSURANCE PROGRAM

The Board of Directors shall carry insurance on all school owned, leased or borrowed motor vehicles, including buses. The following type and amounts of insurance should be carried:

Comprehensive Auto Liability Insurance

Bodily Injury & Property Damage (at least) \$1,000,000. single limit

Medical Payments (at least) 5,000. each person

Uninsured Motorist or Underinsured Motorist (at least) 50,000.
each accident

Auto Physical Damage Insurance

All covered autos are afforded \$100-250 deductible comprehensive and \$1,000.00 deductible collision.

The automobile liability and medical payment insurance shall provide coverage for all activities and during all time periods as specified by the Board of Directors in accordance with the law.

Approved: 11/16/87

Reviewed: 4/20/20

Revised: 1/28/02

Legal Ref.: Iowa Code Section 285.10(6), 285.10(9), 285.10(10), 613A.7

REGULATIONS FOR STUDENTS RIDING BUSES

Bus transportation for students enrolled in the school district is one of the requirements set forth by the Iowa Department of Education. In complying with this requirement, the Board is authorized to establish policies and regulations that will ensure safe transportation for all students.

Open enrollment parents must provide transportation to and from the school the student will attend or at least to and from an established school bus stop in the Receiving District.

NOTE: For parents whose income does not exceed 160% of the federal poverty guideline, transportation assistance in either the form of subsidy or actual transportation may be available, but must be applied for. For more information, contact the Office of the Superintendent, West Liberty Community School District, 1103 N. Elm Street, West Liberty, (319) 627-2116.

Although the law requires the district to provide transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus and after the child leaves the bus at the end of the school day. Nor does it relieve students from the responsibility to behave in an orderly and safe manner on the bus. School bus transportation is a privilege that can be taken away any time a student's conduct is considered bad enough to jeopardize the safety of the other passengers. The right to safe transportation will not be taken from an entire busload of students because a few of them disobey the rules.

Those students guilty of flagrant, repeated, or gross disobedience or misconduct on school buses are subject to suspension within the guidelines of the district's Student Suspension Policy, Code No. 502.2 Continued violation of the bus rules will be considered sufficient cause for refusing to transport the student(s) involved, and may lead to suspension from school, depending upon the seriousness of the matter.

The bus driver shall have complete control of the bus and the students he or she is transporting for the duration of the bus ride. Any problem arising with a student will be promptly reported to the building principal, who shall discipline the student in accordance with procedures developed by the superintendent and approved by the Board.

Bus routes will be revised and established by the school district each year and will be as efficient, safe and economical as possible. Students assigned to bus transportation will be picked up and discharged at their normal place of residence or designated pickup point. Students assigned to bus transportation may be picked up or discharged at some other

residence, provided such pick up or delivery is on an established bus or van route. Buses and vans are not to leave established routes except in emergency situations.

Students not assigned to a regular bus or van route may be transported according to the following stipulations: (a) have prior written permission, (b) do not ride on a continuing basis and (c) ride only if their presence does not overload the bus or van.

The intent of this policy is to prevent buses and vans from deviating from their regular established routes.

Approved: 11/16/87

Reviewed: 4/20/20

Revised: 6/28/04

Legal Ref.: Iowa Code Sections 285.10; 321.372
Iowa Administrative Code 22.40; 22.43
Court Cases: Johnson v. Svoboda 260 N.W. 2d 530 1977

Cross Ref.: Board Policy: 201.3, 603.11, 606.1, 606.2, 606.3

SPECIAL CONVENIENCE BUS STOPS

No bus shall leave the public road to receive or discharge students unless their safety is ensured or the private road is maintained in the same manner as the public highway.

A bus shall not stop to load or unload students unless the driver has an unobstructed view of at least 300 feet in each direction, except to the extent that visibility is reduced by fog, snow, or other weather conditions. In such circumstances, the driver is expected to use his/her best judgment to ensure the safety of the children and the bus.

Approved: 11/16/87

Reviewed: 4/20/20

Revised:

Legal Ref.: Iowa Code 285.11(7); 321.372 as amended; 279.8 as amended

Cross Ref.: 504.7, Emergency School Closings (Transportation in Poor Weather Conditions)

SEAT BELTS

All bus drivers in the West Liberty Community School District shall use seat belts when transporting students.

Approved: 11/16/87

Reviewed: 4/20/20

Revised:

Legal Ref.:

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Approved: 6/5/17

Reviewed: 4/20/20

Revised:

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GUIDANCE AND Q&A (2016).
Iowa Code 283A.
281 I.A.C. 58.

Cross Ref.: 710.1 School Food Program
710.2 Free or Reduced Cost Meals Eligibility
710.3 Vending Machine

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 videos may be used as evidence in a student disciplinary proceeding.

Student Records

The content of the videos 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 videos. 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 parent may view the video without consent from any student or parent also shown in the video if the other students are just bystanders. But if two or more students are involved in an incident that violates school policy and is subject to possible discipline consequences, the parents of all participants in the incident must give their permission in order for the video to be viewed by other parents. [E.g. the parents of both students who had an argument or fight; or the parents of both the bully and the victim in a bullying/harassment incident]

A video 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 content of the video becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceeding.

Notice

The school district will annually provide the following notice to students and parents:

The West Liberty Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videos may be used in a student disciplinary proceeding. The content of the videos are confidential student records and will be retained with other student records. Videos will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videos of their child if the videos are used in a disciplinary proceeding involving their child.

Code No. 711.2 con't.

The following notice will also be placed on all school buses equipped with a video camera:

"This bus is equipped with a video/audio monitoring system."

Approved: 2/15/99

Reviewed: 4/20/20

Revised: 11/5/12

USE OF VIDEO CAMERAS ON SCHOOL BUSES REGULATION

Review of Videos

The school district will review videos randomly, and when necessary as a result of an incident reported by a bus driver or student. The videos may be recirculated for erasure; the system will automatically re-write new video over old video when the storage card is full. Each video storage card currently has the capacity to hold two or three months of bus route video.

Viewing of videos is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the videos stating the time, name of individual viewing and the date the video was viewed.

Video Monitoring System

Video cameras will be used on a select number of 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 superintendent in consultation with the building principals and transportation director.

Student Conduct

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

Approved: 2/15/99

Reviewed: 4/20/20

Revised: 11/5/12

TRANSPORTATION IN INCLEMENT WEATHER

School district buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the school district and may change quickly, the best judgment possible will be used with the information available.

The final judgment as to when conditions are unsafe to operate will be made by the superintendent or his/her designee(s). The superintendent or his/her designee(s) will be assisted by the transportation director and drivers if deemed necessary by the superintendent.

Several drivers each year may be specially designated to report weather and road conditions by bus radio when requested to do so. Other drivers and students will be notified by commercial radio, television and telephone when school is cancelled or temporarily delayed. When school is cancelled because of weather anywhere in the school district, all schools will be closed.

When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced by commercial radio, television and telephone. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will be kept at or returned to school until they are picked up by the parents or a parent designee.

Transportation in Poor Weather Conditions

1. One hour delay:
Buses and classes delayed one hour past the regular schedule.
2. Two hour delay:
Buses and classes delayed two hours past the regular schedule.
3. Special Education students will be transported on the same delayed schedule as other buses unless those districts choose to cancel classes for the day.
4. In the event classes are delayed or school is cancelled, radio and TV stations listed in the school newsletter will broadcast the information between 6:15 and 8:00 a.m.

5. If the need arises, emergency snow routes will be followed. Emergency routes use blacktop surfaced roads only. When an announcement is made on radio or television to the effect that school will be open but buses will travel only emergency routes until further notice, that means buses will run on the designated blacktop surfaced roads only throughout the district. Parents are asked to meet the buses on the blacktop roads if at all possible. Students will be returned from school on the same blacktop roads.
6. Other Emergency Route Information
 - A. If weather conditions worsen during the day so that classes have to be dismissed early, an announcement will be made on TV, radio stations and telephone. When school is dismissed early, buses will run regular routes unless emergency snow routes have been specified in the announcement. Parents, students and staff members are to assume that classes will be held unless an announcement is made to the contrary on the radio station.
 - B. If emergency snow routes are used in the morning, drivers will follow the same route that afternoon.
7. If the wind chill factor is -60 or colder, school will be cancelled.

Approved: 5/19/97

Reviewed: 4/20/20

Revised: 6/18/07

Legal Reference: Iowa Code § 279.8 (1995).

Cross Reference: 504.7 Emergency School Closings

DISTRICT VEHICLE IDLING

The board recognizes that it has a role in reducing environmental pollutants and in assisting students and others be free from pollutants that may impact their respiratory health. Unnecessary vehicle idling emits pollutants and wastes fuel. The board directs the superintendent, in conjunction with the Director of Transportation, to work on administrative regulations to implement this policy and reduce school vehicle idling time.

Approved: 5/21/07

Reviewed: 4/20/20

Revised:

Legal Ref.: Iowa Code 279.8 (2007)

Cross Ref.: 700 Transportation