

Board Policies for First Reading – March 21, 2016

603.7	Student Field Trips
603.8	National Activities and Contests (new #503.14)
606.8	Use of All Digital Equipment in School Buildings & On School Property Including School Buses (Incorporated policies 606.8 and 702.14 into one new policy # 508.7)
RP606.8	Use of All Digital Equipment in School Buildings & On School Property Including School Buses (new # 508.7R1)
700.0	Guiding Principles (Nutritional Services Program)
701.1	Nutritional Services Program
RP701.3	Nutrition Services Guidelines (new # 701.1R1)
RP701.3	Kitchen Guidelines (new # 701.1R2)
701.2	Nutritional Services Personnel
701.4	Financial Support for Nutritional Services (new # 701.3)
701.5	Free or Reduced Cost Meals (new # 701.4)
701.6	Student Meal IDs / Accounts (new # 701.5)
701.6	Vending Machines (new policy)
702.0	Guiding Principles (Transportation Program)
702.1	Compliance with State Regulations
702.2	Administration of Transportation Program
702.3	Transportation Insurance Coverage
702.4	Regular Bus Service
702.5	Student Transportation for School Sponsored Activities
702.6	Bus Service through Wapsipinicon State Park
702.7	Transportation of Nonresident and Nonpublic School Students
702.8	Transportation of Nonschool Groups
702.10	Bus Service – Adverse Weather Conditions
RP702.10	Bus Service – Adverse Weather Conditions (Delete policy – incorporated into 702.10)

STUDENT FIELD TRIPS

~~FIELD TRIPS~~

~~Purpose: To provide guidelines for field trips and excursions.~~

~~Policy:~~

~~The principal may authorize field trips when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips. Field trips shall have the prior approval of the building principal. Advance notification of at least one week will be given to parents of all field trips. and Advance Consent of the students' parents or guardians is required for any field trip which involves leaving school property. involving the use of public or private transportation..~~

~~The expense of field trips conducted by school organizations shall be borne by the organizations. In authorizing field trips, the principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent.~~

Field trips or excursions outside the state or country must have the approval of the Board.

Field trips are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips, the teacher may be required to submit a written summary of the event.

~~Legal Reference: School Rules of Iowa, Chapter 12~~

Legal Reference: 390 C.F.R. Pt. 390.3(f) (2012).
Iowa Code § 279.8 (2013).
281 I.A.C. 43.9.

Approved
Reviewed 11/15/99
Revised 3/1/04
Reviewed 1/5/09
Revised _____

NATIONAL ACTIVITIES AND CONTESTS

Purpose: To provide guidelines for national activities and contests.

Policy. The District will recognize and support only those national activities and contests listed in the National Advisory List of Contests and Activities prepared and published by the National Association of Secondary School Principals.

Approved
Reviewed 11/15/99
Reviewed 2/16/04
Reviewed 1/5/09
Revised

Code No.: ~~606.8~~ 508.7

Incorporated board policy 606.8 and 702.14 into one policy

USE OF ALL DIGITAL EQUIPMENT IN SCHOOL BUILDINGS & ON SCHOOL
PROPERTY **INCLUDING SCHOOL BUSES**

Purpose: To establish guidelines for the use of digital equipment in school buildings and on school property **including school buses**.

Policy: The Board supports the use of digital equipment in school buildings, school buses, and on school property as a means to monitor and maintain a safe environment for students and staff members. The digital equipment may be used in classrooms, hallways, cafeterias, commons area, libraries, computer labs, parking lots, **school buses** or on any school property as deemed necessary and appropriate by the Superintendent and Principal. The contents of the digital equipment may be used as evidence in a student disciplinary matter, evaluation of staff conduct, and/or to provide evidence of any unlawful activity on school grounds.

Legal Reference: Code of Iowa: Chapter 285

Approved 7/19/99

Reviewed 11/15/99

Revised 3/1/04

Revised 1/5/09

Revised _____

USE OF ALL DIGITAL EQUIPMENT IN SCHOOL BUILDINGS & ON SCHOOL
PROPERTY INCLUDING SCHOOL BUSES

Student Records

The content of the digital equipment (recorded video) 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 administrator, transportation director, bus driver, teachers, and area education agency staff members. If the content of the digital equipment becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding. A parent/guardian 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 there is an altercation between multiple students, then all parents must give consent in order of the video to be viewed by parents.

Notice

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

In order to assure your child's safety on the bus and assist with management on the bus, surveillance equipment is periodically placed on our school buses. These records will be viewed only by the driver involved, the transportation director, administrators, superintendent, or in the case of suspected "stop-arm" violations, the state patrol and/or court system.

The Anamosa Community School District Board of Directors has authorized the use of digital equipment in the district school buildings, school buses and on school property. The digital equipment will be used to monitor student behavior in order to maintain a safe and healthy environment for students and staff. Students and parents are hereby notified that the content of the digital equipment may be used in a student disciplinary proceeding. The content of the digital equipment is a confidential student record and will be retained with other student records. Digital equipment 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 in writing to view digital equipment of their children if the digital equipment is used in disciplinary proceedings involving their children.

Note: The following notice will also be placed on all school buildings or property equipped with digital equipment: This building (property) is equipped with a surveillance system.

Review of Digital Equipment

The District will review digital equipment when necessary as a result of an incident reported by a staff member or student. Contents of digital equipment are maintained for ~~30 days~~ 14 days. ~~Digital equipment shall be kept in the Principal's Office of each building~~. Viewing of digital equipment is limited to the individuals having a legitimate educational purpose. The Principal or

Transportation Director shall keep a written log of those individuals viewing the digital equipment stating the time, name of individual viewing the tape, and the date the digital equipment was viewed.

Digital Monitoring System

Digital equipment may be randomly located in parts of the building, school buses or on school property that warrant attention in order to ensure safety for students and staff, as determined by the Principal. Digital equipment shall not be located in restrooms, locker rooms, or any other rooms or locations of similar nature. Input from staff may also be used in the Principal's determination of the location of digital equipment in the school or on school property.

Student Conduct

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

Students are prohibited from using electronic picture taking devices such as cell phones and PDAs with photography capabilities anywhere in the school building. The use of electronic devices during the school day is under the jurisdiction of the building administrator.

Approved 7/19/99
Reviewed 11/15/99
Revised 3/15/04
Revised 1/5/09
Revised _____

GUIDING PRINCIPLES

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

Approved _____

Revised 6/21/93

Reviewed 12/20/99

Reviewed 1/17/05

Reviewed 4/19/10

Reviewed _____

~~ESTABLISHMENT OF THE~~ NUTRITIONAL SERVICES PROGRAM

~~Purpose: To provide for the establishment of the Nutritional Services Program in the District.~~

~~Policy: The District shall operate a Services Program in each of its buildings through participation in the National School Lunch Program and National School Breakfast Program.~~

Policy: The school district will operate a school lunch and breakfast program in each attendance center. The school food program services will include hot lunches through participation in the National School Lunch Program and supplementary foods for students during the school day. Students may bring their lunches from home and purchase milk or juice and other incidental items.

The purpose of the Nutritional Services Program shall be to provide nutritional, balanced meals to the students of the District on a non-profit basis and to utilize the program as an instrument for the teaching of nutrition education.

School Nutritional Services shall meet all state and federal requirements for participation in state and federal programs.

School food service facilities are provided to serve students and employees when school is in session and during school-related activities. They may also be used under the supervision of the nutritional department for food service to employee groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens in accordance with board policy.

When facilities are used by outside groups or agencies, an adequate fee may be charged as set by the Board.

The school food program is operated on a nonprofit basis. The revenues of the school food program will be used only for paying the regular operating costs of the school food program. Supplies of the school food program will only be used for the school food program.

The board will set, and periodically review, the prices for school lunches, breakfast and special milk programs. It is the responsibility of the superintendent to make a recommendation regarding the prices of school lunch, breakfast and milk.

Employees, except for Nutritional Services personnel, shall purchase adult-price meals.

Nutritional Services receipts shall be used only to pay for regular Food Service operating costs.

It is the responsibility of Director to administer the program and to cooperate with the superintendent and head cook for the proper functioning of the school food program.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.* (2010).
7 C.F.R. Pt. 210 *et seq.* (2010).
Iowa Code ch. 283A (2013).
281 I.A.C. 58.
Healthy Hunger Free Act (2010)
Smart Snacks in Schools (2014)

Approved _____
Revised 6/21/93
Reviewed 12/20/99
Reviewed 1/17/05
Revised 4/19/10
Revised _____

Nutrition Service Guidelines

The district will take reasonable precautions to ensure that food prepared and served in the school district, is safe for consumption.

- The District Child Nutrition Program will be the responsibility of the district's Director of Nutritional Services. This individual should have relevant experience in foodservice management and have current certification in food safety.
- The District will support food safety training for all Nutritional Services employees, and other district employees involved in preparation, transportation and/or service of foods. Volunteers involved in food preparation, transportation or service, will receive appropriate food safety instructions from district employees as needed.
- The District's Nutritional Services Director will oversee implementation of a food safety plan based on HACCP principles in each school building where school meals are served and other venues serving food in the district. USDA guidelines for developing and implementing the food safety program will be followed.
- Food safety education, including hand washing and contamination, will be included in the curriculum and take place in the district cafeterias.
- Foods brought from home, intended to be served to others, must be purchased in ready-to-eat form and wrapped in the original packaging **including ingredient list**.
- Vending companies supplying foods for machines must provide the district with documentation that a Hazard Analysis Critical Control Point (HACCP) Plan or Good Manufacturing Practices (GMP) is in place at their facilities.
- Groups that use the school production kitchen must:
 - a) Receive approval from the school district Nutritional Services Director and
 - b) Do so under the supervision of a school district Nutritional Services employee who is certified in food safety. Foods prepared in the school kitchen must be purchased from an approved source. In the event external caterers are used, the safety of food is the responsibility of the caterer and those serving the food.
- District food storage facilities cannot be used to store products not purchased by or part of the school meals program. The District Nutritional Services Director has the authority to waive this policy for special circumstances. In these instances, the product must be inspected and then labeled with appropriate information.
- Access to school district food production and storage areas is restricted to school Nutritional Services employees and others as approved by the District Nutritional Services Director.

Approved 5/17/10

Revised 02/ /16

Kitchen Guidelines

As organizations having events at Anamosa Schools sometimes need to utilize the kitchen facilities, the guidelines below have been established. These guidelines have been established for several reasons:

1. To ensure that the facility is used safe. There are many pieces of equipment that can easily cause serious injury.
2. To ensure that the facility is maintained in a clean and sanitary manner, allowing the next meal allowing the next meal service to go on without interruption.
3. To provide oversight to users to avoid food handling that may be unsafe.

When an organization wishes to use facilities, contact is made through the Nutritional Services Director at 319-329-6590. The Nutritional Services Director will work with the organization and reserve the kitchen.

The Nutritional Services Director will provide a Nutritional Services employee to oversee the use of the kitchen. The employee's responsibility is to provide guidance on equipment use, food handling, and safety. The organization is responsible for providing people to prepare and serve the food, and to clean the facility.

The organization will be charged the employee's current pay scale including benefits.

All foods brought into or served from the kitchen must be from approved retail/wholesale services. All food items must be in the original containers.

Nutritional Services Director must approve use of kitchen space in refrigerators and/or freezer. Food items are not to interface with the everyday operation of the kitchen. The food items will only be stored for a short period of time.

The person responsible for the use of the kitchen must meet with the Nutritional Services Director to discuss the procedures and equipment usage.

Only children supervised by adults are allowed in the kitchen area. Principal and Nutritional Services Director will determine if a nutritional services staff member must be present to supervise.

Please leave the kitchen completely clean and in order.

Basic Sanitation Guidelines:

- Thoroughly wash hands before preparing or serving food.
- Cool hot foods to less than 40 degrees F. within 2 to 4 hours
- Cook hot foods to 165 degrees F.
- Hold hot foods at 140 degrees F or more
- Hold cold foods at 40 degrees F or less
- Handle and serve food only in a clean and safe environment
- Wear plastic gloves when preparing and serving foods
- Sanitize all preparation areas by washing surfaces and sanitizing

Approved 5/17/10
Revised _____

NUTRITIONAL SERVICES PERSONNEL

Purpose: To provide guidelines for personnel and supervision of the Nutritional Services Program.

Policy: The Nutritional Services Program shall be under the supervision of a Director of Nutritional Services who shall establish and maintain a central record system, prepare menus and recipes, communicate with the public, develop standards, initiate purchasing, recommend personnel for employment, promotion or dismissal, and conduct in-service training programs.

The Director of Nutritional Services shall work with the cook/managers, principals, and superintendent in all matters related to the proper functioning of the Nutritional Services Program.

Nutritional Services personnel in each building are directly responsible to the building's cook/manager and to the Director of Nutritional Services.

Legal Reference: National School Lunch and Child Nutrition Act (1966)

Healthy Kids Act (2010)

Healthy Hunger Free Act (2010)

Smart Snacks in Schools (2014)

Approved _____

Reviewed 12/20/99

Reviewed 1/17/05

Revised 2/7/05

Revised 4/19/10

Revised _____

FINANCIAL SUPPORT FOR NUTRITIONAL SERVICES

Purpose: To provide guidelines for the financial support of the Nutritional Services Program.

Policy: District tax funds may be used, upon approval of the Board, to provide, repair or remodel facilities, replace major items of equipment, pay the pension costs for Nutritional Services personnel, and pay the salary and benefits of the Director of Nutritional Services.

The Board shall set, and periodically review, the prices charged for school lunches, breakfasts, and milk.

Employees, except for Nutritional Services personnel, shall purchase adult-price meals.

Nutritional Services receipts shall be used only to pay for regular Food Service operating costs.

Legal Reference: National School Lunch and Child Nutrition Act (1966)
Healthy Kids Act (2010)
Healthy Hunger Free Act (2010)
Smart Snacks in Schools (2014)

Approved _____
Reviewed 12/20/99
Reviewed 1/17/05
Revised 4/19/10
Revised _____

FREE OR REDUCED COST MEALS

~~Purpose: To provide guidelines for rendering free or reduced cost meals to students.~~

~~Policy: The District shall serve meals meeting established nutritional requirements at both free and reduced prices to students who are determined to be eligible according to federally established guidelines.~~

Policy: Students enrolled and attending school in the school district, who are unable to afford the cost or a portion of the cost of the school lunch, breakfast and supplemental foods, will be provided the school food program services at no cost or at a reduced cost.

It is the responsibility of the Director of Nutrition Services to determine if a student qualifies for free or reduced cost school food services. Students, whom the principal or designee believes are improperly nourished, will not be denied the school food program services simply because the paperwork has not been completed.

Criteria and procedures for applying for free or reduced price meals shall be well publicized as required by state/federal regulations.

Students who receive free or reduced price meals shall not be distinguished in any manner from those who pay the regular price.

The Director of Nutrition Services shall verify eligibility of applicant households as required by state/federal regulations. The Director of Nutrition Services shall maintain records in accordance with program regulations.

The Superintendent shall serve as hearing officer for all appeals from Director of Nutrition Services decisions.

~~It is the responsibility of the superintendent to develop administrative regulations for implementing this policy.~~

Legal Reference: National School Lunch and Child Nutrition Act (1966)
Healthy Hunger Free Act (2010)

Approved _____
Reviewed 12/20/99
Revised 6/21/93
Reviewed 1/17/05
Revised 2/7/05
Revised 4/19/10
Revised _____

STUDENT MEAL IDs/ ACCOUNTS

Purpose: To provide guidelines for the use of student meal IDs or accounts.

Policy: All students who eat meals provided by the school's Nutritional Services Department will use the same student ID number given to them on their first day of school to access their nutritional services accounts. This number will remain with the student throughout their years at Anamosa Community School District. A Nutritional Services employee will scan the bar code account of elementary students as they go through the lunch line. The middle school and high school students will use a pin pad to enter their ID numbers.

The computerized system will flash a low balance warning when students have enough money in their accounts for three more meals at the high school and middle school. The cashier will give the student a verbal reminder that their account is low. ~~At the elementary school, low balance letters are sent home with students.~~ Parents receive notification when student account reaches low balance.

Approved
Reviewed 12/20/99
Reviewed 1/17/05
Revised 2/7/05
Revised 4/19/10
Revised _____

NEW POLICY

Code No.: 701.6

VENDING MACHINES

Food served or purchased by students during the school day and food served or purchased for other than special circumstances is approved by the superintendent. Vending machines in the school building are the responsibility of the building principal. Purchases from the vending machines, will reflect the guidelines in the Wellness policy 504.7.

It is the responsibility of the superintendent to develop administrative regulations for the use of vending machines and other sales of food to students.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.* (2010).
 7 C.F.R. Pt. 210 *et seq.* (2010).
 Iowa Code ch. 283A (2013).
 281 I.A.C. 58

Approved_____

GUIDING PRINCIPLES

The Board, as it deems necessary, shall make provision for auxiliary services (Transportation Program) that will enhance the opportunity for all children to take full advantage of the educational program.

Approved _____

Reviewed 4/19/10

Reviewed _____

Code No.: 702.1

COMPLIANCE WITH STATE REGULATIONS

Purpose: To assure compliance with state regulations in the administration of the Transportation Program.

Policy: Policy and rules and procedures for the transportation of students to and from school shall be in strict compliance with statutory provisions and Department of Education regulations.

Legal Reference: Iowa Code, Chapters 285, 321

Approved _____
Reviewed 12/20/99
Reviewed 1/17/05
Reviewed 4/19/10
Reviewed _____

ADMINISTRATION OF TRANSPORTATION PROGRAM

Purpose: To provide guidelines for the administration of the Transportation Program.

Policy: The Transportation Program shall be under the supervision of a Transportation Director who shall: establish and carry out a maintenance program for all District owned motor vehicles; maintain records and prepare reports as specified by the Superintendent; purchase repair parts and other transportation supplies as needed within the established budget limits; recommend transportation personnel for employment, promotion or dismissal; supervise transportation personnel; and have major responsibility in the establishment of school transportation routes.

Legal Reference: Iowa Code, Chapters 285, 321.

Approved _____
Reviewed 12/20/99
Reviewed 1/17/05
Reviewed 4/19/10
Reviewed _____

TRANSPORTATION INSURANCE COVERAGE

Purpose: To provide insurance coverage for District vehicles.

Policy: The District shall carry insurance coverage on all District owned vehicles in the amounts and types as determined from time to time by the Board.

Legal Reference: Iowa Code, Chapters 285, 321.

Approved _____

Reviewed 12/20/99

Reviewed 1/17/05

Reviewed 4/19/10

Reviewed _____

REGULAR BUS SERVICE

Purpose: To provide guidelines for regular bus service to the District attendance centers.

Policy: ~~Elementary and secondary school students attending the public schools of the District shall be furnished transportation as required by statute.~~ Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

Distance to school or to a bus route shall be measured only on the public highway. The Board's designee shall determine the most passable and safest route starting in the roadway opposite the private entrance to the residence of the student and ending in the roadway opposite the entrance to the school grounds or designated point on his/her route.

~~Students may be required to meet a school bus on an approved route a distance not exceeding three-fourths of a mile. A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the board to determine such conditions. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.~~

~~District buses shall be allowed to travel the Wapsipinicon State Park upper road to the golf course parking lot. District buses shall not be allowed to travel in the other parts of the Wapsipinicon State Park except under escort by a park official or law enforcement officer.~~ **(This paragraph is being put into separate individual new policy #702.6)**

~~When transportation by bus is impracticable or where school bus service is not available, the Board may require the parents or guardians to transport their children to the school designated for attendance. The parent or guardian shall be reimbursed for such transportation as designated by statute.~~

~~Resident students qualifying for special education classes in a school other than the usual school designated for attendance shall be provided transportation. Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.~~

~~Transportation of a student to and from a special education support service is a function of that service, and is specified in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:~~

- ~~• Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six.~~
- ~~• Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.~~
- ~~• Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.~~

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

Students attending nonpublic schools shall be provided transportation in accordance with the provisions and restrictions of Iowa law.

Legal Reference: Iowa Code, Chapters 285, 321.

Approved _____
Reviewed 12/20/99
Revised 4/18/94
Reviewed 1/17/05
Revised 4/19/10
Revised _____

~~EXTRA-CURRICULAR ACTIVITIES BUS SERVICE~~
~~STUDENT TRANSPORTATION FOR SCHOOL SPONSORED ACTIVITIES~~

~~Purpose: To provide bus service for extra-curricular activities.~~

~~Policy: School buses may be used to transport students and assigned teachers to and from extra-curricular activities, when such activities are part of the regular school program and sponsored by the school.~~

~~See related Board Policy 503.6, and Procedures RP503.6A and RP503.6B.~~

The board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating or attending extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, will ride both to and from the event in the school vehicle unless arrangements have been made with the building principal or designee prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

It is the responsibility of the superintendent to make a recommendation to the board as to whether the school district will provide the transportation authorized in this policy. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

With advance permission from administration and coaches, parents may transport students to or from events due to extenuating circumstances or conflicts between multiple school sponsored activities.

Approved _____
Reviewed 12/20/99
Revised 5/20/96
Reviewed 1/17/05
Revised 2/7/05
Reviewed 4/19/10
Revised _____

Cross Reference: 503.6, RP503.6A, and RP503.6B

NEW POLICY (paragraph taken from policy 702.4 to stand on own)

Code No.: 702.06

BUS SERVICE THROUGH WAPSIPINICAN STATE PARK

Policy: District buses shall be allowed to travel the Wapsipinicon State Park upper road to the golf course parking lot. District buses shall not be allowed to travel in the other parts of the Wapsipinicon State Park except under escort by a park official or law enforcement officer.

Approved _____

~~PRIVATE SCHOOL BUS SERVICE~~
~~TRANSPORTATION OF NONRESIDENT AND NONPUBLIC SCHOOL STUDENTS~~

~~Purpose: To provide guidelines for bus service to private schools in the District.~~

~~Policy: Upon application, a student attending a parochial school may be transported on a District bus over a regularly established bus route, if he/she meets all statutory requirements.~~

~~Legal Reference: Iowa Code, Chapters 285, 321.~~

The board has sole discretion to determine the method to be utilized for transporting nonresident and nonpublic students. Nonresident students paying tuition may be, and resident students attending a nonpublic school accredited by the State Department of Education, will be transported on an established public school vehicle route as long as such transportation does not interfere with resident public students' transportation. Nonresident and nonpublic school students will obtain the permission of the superintendent prior to being transported by the school district.

Parents of resident students who provide transportation for their children attending a nonpublic school accredited by the Iowa Department of Education will be reimbursed at the established state rate. This reimbursement is paid only if the school district receives the funds from the state. If less than the amount of funds necessary to fully reimburse parents of the nonpublic students is received by the school district, the funds will be prorated.

The charge to the nonresident students is determined based on the students' pro rata share of the actual costs for transportation. The parents of these students are billed for the student's share of the actual costs of transportation. The billing is according to the schedule developed by the superintendent. It is the responsibility of the superintendent to determine the amount to be charged and report it to the board secretary for billing.

Continued transportation of nonresident and nonpublic school students on a public school vehicle route will be subject to resident public school students' transportation needs. The superintendent will make a recommendation annually to the board regarding the method to be used. In making a recommendation to the board, the superintendent will consider the number of students to be transported, the capacity of the school vehicles, the financial condition of the school district and other factors deemed relevant by the board or the superintendent.

Nonresident and nonpublic school students are subject to the same conduct regulations as resident public students as prescribed by board policy, and to other policies, rules, or regulations developed by the school district regarding transportation of students by the school district.

Legal Reference: Iowa Code §§ 285.1-.2, .10, .16 (2013).

Approved _____
Reviewed 12/20/99
Reviewed 1/17/05
Revised 4/19/10
Revised _____

~~BUS USE BY COMMUNITY ORGANIZATIONS
TRANSPORTATION OF NONSCHOOL GROUPS~~

~~Purpose: To provide guidelines for the use of buses by community organizations.~~

~~Policy: School buses may be used by any non-profit organization of, or sponsoring activities for, senior citizens, children and handicapped persons.~~

~~School district vehicles may be available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from nonschool-sponsored activities within the state as long as the transportation does not interfere with or disrupt the education program of the school district and does not interfere with or delay the transportation of students. School buses may be used by other organizations serving senior citizens other than those indicated above at the discretion of the Superintendent. The organization entity shall reimburse the District in the amount of the driver's salary, mileage fee and fuel reimbursement. Prior to making the school district transportation vehicle available to the local nonprofit entity, the "school bus" signs will be covered and the flashing warning lamps and the stop arm made inoperable. The entity may be asked for proof of insurance.~~

~~It is the responsibility of the superintendent to develop administrative regulations for use of school district transportation vehicles to transport students and others to school-sponsored events within the state and for application for, use of, and payment for using the school district transportation vehicles by local entities for a nonschool-sponsored activity.~~

~~School buses may also be used for evacuation purposes at the request of appropriate Emergency Management Agencies. as stated in the Letter of Agreement on file between the Anamosa Schools and the Linn County Emergency Management Agency.~~

Approved
Revised 2/15/99
Reviewed 12/20/99
Reviewed 1/17/05
Revised 2/7/05
Revised 4/19/10
Revised _____

BUS SERVICE - ADVERSE WEATHER CONDITIONS

~~Purpose: To provide guidelines for bus service during adverse weather conditions.~~

~~Policy: Bus transportation may need to be provided during the time when less than ideal driving conditions prevail. The Superintendent shall determine when school buses shall not run because of adverse weather conditions.~~

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. The superintendent will be assisted by the Director of Transportation.

The Superintendent, through consultation with the Transportation Director, shall determine if buses shall run the regular schedule, a limited schedule, a later morning pick up schedule, or early dismissal, and if a limited number of bus stops shall be made because of weather conditions. Due to the varied conditions and large area covered, a standard rule shall not be established; rather, adjustments to bus schedules shall be made on an individual daily and route basis depending upon the prevailing weather conditions on any given day and at any given location.

The public shall be notified by electronic notifications, commercial radio and TV when school is cancelled, temporarily delayed, or dismissed early. When school is cancelled because of weather anywhere in the District, all schools shall be closed.

Whenever weather or road conditions warrant, each driver (at his or her discretion) has the option to not make any stop. When this occurs, the bus driver shall notify the bus garage by radio and the Director of Transportation shall arrange to pick up or discharge the child at a stop farther along the route. If a parent/guardian is not home during bussing times, he/she is to notify the Director of Transportation of an adult that can be contacted. A parent/guardian may take his/her child to school or pick up his/her child at school.

Parents/guardians may address questions to the Director of Transportation by telephoning him at the bus garage (319-462-2392).

The Superintendent shall develop Board approved rules and procedures.

Approved 3/16/89
Reviewed 12/20/99
Reviewed 1/17/05
Revised 4/19/10
Revised _____

~~BUS SERVICE ADVERSE WEATHER CONDITIONS~~

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~~Parents/guardians may address questions to the Director of Transportation by telephoning him at the bus garage (319 462 2392).~~

Approved _____

Reviewed 12/20/99

Reviewed 1/17/05

Reviewed 4/19/10