

NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Series 700

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PURPOSE OF NON-INSTRUCTIONAL AND BUSINESS SERVICES

This series of the board policy manual is devoted to the goals and objectives for the school district's non-instructional services and business operations that assist in the delivery of the educational program. These non-instructional services include, but are not limited to, transportation and the school lunch program. The board, as it deems necessary, will provide additional non-instructional services to support the educational program.

It shall be the goal of the board to provide non-instructional services and to conduct its business operations in an efficient manner.

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FISCAL YEAR

The school district fiscal year shall begin July 1 and end June 30 each year. The budget shall state the expenditures for the fiscal year, and it shall be the responsibility of the superintendent to operate the educational program within the budget.

It shall be the responsibility of the board to ensure the budget is managed effectively.

Legal Reference: Iowa Code §24.2 (1991).

Cross Reference: 703 Budget
704 Revenue
705 Expenditures

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DEPOSITORY OF FUNDS

Each year at its annual meeting, the board shall designate by resolution the name and location of the financial depository institution or institutions to serve as the official school district depository or depositories. The maximum deposit amount to be kept in depository shall be stated in the resolution.

It shall be the responsibility of the board secretary to include the resolution in the minutes of the meeting.

Legal Reference: Iowa Code §§279.33, 453 (1991).

Cross Reference: 211.1 Annual Meeting
206.4 Treasurer
704 Revenue

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FINANCIAL RECORDS

Financial records of the school district shall be maintained in accordance with generally accepted accounting principles (GAAP) as required or modified by law. School district monies shall be received and expended from the appropriate fund and/or account. The funds and accounts of the school district shall include, but not be limited to:

Governmental fund type:

- General fund
- Special revenue fund
 - Management levy fund
 - Physical plant and equipment levy fund
 - Public education and recreation levy fund
 - Student activity fund
- Capital projects fund
- Debt service fund

Proprietary fund type:

- Enterprise fund
 - School nutrition fund
 - Child care fund
 - Fitness center fund
 - House Construction fund
- Internal service fund

Fiduciary funds:

- Trust or agency funds
 - Expendable trust funds
 - Nonexpendable trust funds
 - Agency funds
 - Pension trust funds

Account groups:

- General fixed assets account group
- General long-term debt account group

As necessary the board may, by board resolution, create additional funds within the governmental, proprietary and fiduciary fund types. The resolution shall state the type of fund, name of the fund and purpose of the fund.

The general fund is used primarily for the education program. Special revenue funds are used to account for monies restricted to a specific use by law. Proprietary funds account for operations of the school district operated similar to private business, and they account for the costs of providing goods and services provided by one department to other departments on a cost reimbursement basis. Fiduciary funds are used to account for monies or assets held by the school district on behalf of, or in trust for, another entity. The account groups are the accounting records for fixed assets and long-term debt.

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FINANCIAL RECORDS

Legal Reference: Iowa Code §§ 11.23; 298A (1997).

Cross Reference: 704 Revenue
705 Expenditures

TRANSFER OF FUNDS

When the necessity for a fund has ceased to exist, the balance may be transferred to another fund or account by board resolution. School district monies received without a designated purpose may be transferred in this manner. School district monies received for a specific purpose or upon vote of the people may only be transferred, by board resolution when the purpose for which the monies were received has been completed. Voter approval is required to transfer monies to the general fund from the capital projects fund and debt service fund.

It shall be the responsibility of the board secretary to make recommendations to the board regarding transfers and to provide the documentation justifying the transfer.

Legal Reference: Iowa Code §§ 24.21-.22; 279.8; 298A (1997).

Cross Reference: 701.3 Financial Records
703 Budget
704.2 Sale of Bonds

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

CASH IN SCHOOL BUILDING

Cash is required to be on hand for day to day operations of the school district. The amount of cash that may be kept in the school building for any one day shall be sufficient for that day's operations. Funds raised by students shall be kept in the administrative office.

Cash, not to exceed \$1,500.00 including the petty cash monies, shall be kept in the vault in the administrative office at the close of the day. Cash in excess of \$1,500.00 shall be deposited in the authorized depository of the school district.

It shall be the responsibility of the board secretary to determine the amount of cash necessary for each day's operations and to comply with this policy.

Legal Reference: Iowa Code §279.8 (1991).

Cross Reference: 701.2 Depository of Funds
704 Revenues

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GATE RECEIPTS

Gate receipts from any given school event have the potential to amount to a substantial sum of cash. In consideration of the board policy to limit cash in the vault to \$1,500.00 at the close of the school day, cash receipts should be removed and deposited on the same day of the event whenever possible.

In those instances when same day deposits are impossible, gate receipts are to be locked in the building's vault until the first business day when a deposit can be made. The board discourages the individual in charge of collection of the gate receipts from personally holding the receipts except in special circumstances approved by the superintendent.

The superintendent shall be responsible for designating the individual(s) who shall be in charge of collecting, counting and depositing the gate receipts. The superintendent shall provide guidelines to be followed by those chosen to handle the receipts.

Legal Reference: Iowa Code §279.8 (1991).

Cross Reference: 701.2 Depository of Funds
702 Cash in School Building
704 Revenues

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PLANNING

Annually, the board will review the projected revenues and expenditures for the school district and make adjustments where necessary to carry out the educational program within the revenues projected.

It shall be the responsibility of the board secretary and superintendent to make recommendations and to bring potential major expenditures to the attention of the board during the planning of the budget for the next fiscal year.

In planning the budget each year the following steps shall be followed:

Assessment of the educational program and its impact upon the budget;

Assessment of the district's estimated income;

Assessment of the district's estimated expenditures.

Legal Reference: Iowa Code §§24, 257, 297, 298 (1991).

Cross Reference: 703 Budget
704 Revenues
705 Expenditures

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PREPARATION

A budget for the school district shall be prepared annually for the board's review. The budget shall include the following:

- * The amount of revenues from sources other than taxation;
- * The amount of revenue to be raised by taxation;
- * An itemization of the amount to be spent in each fund; and
- * A comparison of the amount spent in each fund for like purposes in the two prior fiscal years.

After the board has reviewed the budget, the board shall file the proposed budget with the board secretary no later than twenty (20) days prior to April 15 each year.

It shall be the responsibility of the board secretary, in conjunction with the superintendent, to prepare the budget for review by the board at its regularly scheduled board meeting in March each year.

Legal Reference: Iowa Code §§24.3, .5, .9, 298.1, 442 (1991).

Cross Reference: 703 Budget
704 Revenues
705 Expenditures

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PUBLICATION

Prior to the adoption of the certified budget by the board, the public shall be apprised of the proposed budget for the school district. The budget filed by the board with the board secretary and the time and place for the public hearing on the proposed budget shall be published in a newspaper designated for official publication in the school district.

It shall be the responsibility of the board secretary to publish the proposed budget and public hearing information at least ten (10) days prior to the public hearing.

Legal Reference: Iowa Code §§24.9, 618 (1991).

Cross Reference: 703 Budget
704 Revenues
705 Expenditures

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PUBLIC REVIEW

Prior to the adoption of the certified budget by the board, the public shall have an opportunity to review and state their opinion of the proposed budget. A public hearing for the proposed budget of the board shall be held each year no later than April 15.

The public hearing shall be conducted in the manner deemed appropriate by the board.

Legal Reference: Iowa Code §§24.9, 279.8, 618(1991).

Cross Reference: 703 Budget
704 Revenues
705 Expenditures

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ADOPTION

The board shall adopt and certify a budget for the operation of the school district to the county auditor by April 15, and under special circumstances no later than May 1, of each year.

It shall be the responsibility of the board secretary to file the adopted and certified budget with the county auditor and other proper authorities

Legal Reference: Iowa Code §§24, 257 (1991).

Cross Reference: 703 Budget

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AMENDMENT

The board may amend the budget for the school year in the event of unforeseen circumstances. The amendment procedures shall follow the procedures for public review and adoption of the regular budget by the board outlined in these policies.

It shall be the responsibility of the superintendent and the board secretary to bring any budget amendments necessary to the attention of the board no later than May 31 of each year.

Legal Reference: Iowa Code §24.11 (1991).

Cross Reference: 703 Budget
704 Revenues

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SPENDING PLAN

The budget of the school district shall be the authority for the expenditures of the school district for the fiscal year for which the budget was adopted and certified. Expenditure of revenues in excess of the projected revenues shall be made only upon amendment of the budget.

It shall be the responsibility of the superintendent to operate the school district within the budget. The superintendent shall report monthly to the board on the status of the spending plan.

Legal Reference: Iowa Code §24.11 (1991).

Cross Reference: 703 Budget
704 Revenues

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LOCAL - STATE - FEDERAL - MISCELLANEOUS

Revenues of the school district shall be received by the board treasurer. Other persons receiving revenues on behalf of the school district shall promptly place them in the hands of the board treasurer.

Revenue, from whatever source, shall be accounted for and classified under the official accounting system of the school district. It shall be the responsibility of the board treasurer to deposit all revenues in the approved depository for the school district in a timely manner.

Tuition fees received by the school district shall be deposited in the general fund. The tuition fee for kindergarten through twelfth grade during the regular academic school year shall be set by the board, based on the superintendent's recommendation. Tuition fees for summer school and adult education shall be set by the board prior to the offering of the programs.

The board may charge students fees for the use, purchase, misuse or destruction of educational materials. Materials fees received by the school district shall be deposited in the general fund. It shall be the responsibility of the superintendent to recommend when fees will be charged and the amount of the fees for educational materials to students.

Rental fees received by the school district for the rental of school district equipment or facilities shall be deposited in the general fund. It shall be the responsibility of the superintendent to recommend to the board a fee schedule for renting school district property.

Proceeds from the sale of real property shall be placed in the schoolhouse fund, and the proceeds from the sale of other school district property shall be placed in the general fund.

The board may claim exemption from the application of state law prohibiting competition with private enterprise for the following activities:

- * Goods/services directly and reasonably related to the educational mission;
- * Goods/services offered only to students, employees or guests which cannot be provided by private enterprise at the same or lower cost;
- * Use of vehicles for charter trips offered to the public, full or part-time, or temporary students;
- * Goods/services which are not otherwise available in the quantity or quality required by the school;

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LOCAL - STATE - FEDERAL - MISCELLANEOUS

- * Telecommunications other than radio or television stations;
- * Sponsoring or providing facilities for fitness and recreation;
- * Food service and sales; and
- * Sale of books, records, tapes, software, educational equipment, and supplies.

It shall be the responsibility of the superintendent to bring to the board's attention additional sources of revenue for the school district.

Legal Reference: Iowa Code §§23A, 279.8, 282.2, .6, .24, 291.12, .13, 297.9-.12, .22, 257.2, 301.I, 453 (199I).
1940 Op. Att'y Gen. 196, 232.

Cross Reference: 701.2 Depository of Funds
701.3 Classification of Accounts
803 Selling and Leasing
906 Use of School District Facilities & Equipment

SALE OF BONDS

The board may conduct an election for the authority to issue bonded indebtedness. Revenues generated from an approved bond issue shall be used only for the purpose stated on the ballot. Once the purpose on the ballot is completed, any balance remaining in a capital projects fund may be retained for future capital projects in accordance with the purpose stated on the ballot or any remaining balance may be transferred by board resolution to the debt service fund or the physical plant and equipment levy fund. Voter approval is required to transfer monies to the general fund from the capital projects fund.

Revenues received from the issuing of bonded indebtedness shall be deposited into the capital projects fund.

Legal Reference: Iowa Code §§ 74-76; 278.1; 298; 298A (1997).

Cross Reference: 701 Financial Accounting System
704 Revenue

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

INVESTMENTS

School district funds in excess of current needs shall be invested in compliance with this policy. The goals of the school district's investment portfolio in order of priority are:

- To provide safety of the principal;
- To maintain the necessary liquidity to match expected liabilities; and
- To obtain a reasonable rate of return.

In making investments, the school district shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use to meet the goals of the investment program.

School district funds are monies of the school district, including operating funds. "Operating funds" of the school district are funds which are reasonably expected to be used during a current budget year or within fifteen months of receipt. When investing operating funds, the investments must mature within three hundred and ninety-seven days or less. When investing funds other than operating funds, the investments must mature according to the need for the funds.

The board authorizes the treasurer to invest funds in excess of current needs in the following investments.

- Interest bearing savings, money market, and checking accounts at the school district's authorized depositories;
- Iowa Schools Joint Investment Trust Program (ISJIT);
- Obligations of the United States government, its agencies and instrumentalities;
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions;
- Repurchase agreements in which underlying collateral consists of investments in government securities. The school district must take delivery of the collateral either directly or through an authorized custodian. Repurchase agreements do not include reverse repurchase agreements:

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INVESTMENTS

- Prime bankers' acceptances that mature within two hundred seventy days and that are eligible for purchase by a federal reserve bank. At the time of purchase no more than ten percent of the investment portfolio can be in these investments and no more than five percent of the investment portfolio can be invested in the securities of a single issuer;
- Commercial paper or other short-term corporate debt that matures within two hundred seventy days and that is rated within the two highest classifications, as established by at least one of the standard rating services, with no more than five percent at the time of purchase placed in the second highest classification. At the time of purchase no more than ten percent of the investment portfolio can be in these investments and no more than five percent of the investment portfolio can be invested in the securities of a single issuer; and,
- An open-end management investment company registered with the federal securities exchange commission and commonly referred to as a money market mutual fund. The money market mutual fund shall use only the investments individually authorized by law for school districts.

It shall be the responsibility of the treasurer to oversee the investment portfolio in compliance with this policy and the law.

It shall be the responsibility of the treasurer to bring a contract with an outside person to invest school district funds, to advise on investments, to direct investments, to act in a fiduciary capacity or to perform other services to the board for review and approval. The treasurer shall also provide the board with information about and verification of the outside person's fiduciary bond. Contracts with outside persons shall include a clause requiring the outside person to notify the school district within thirty days of any material weakness in internal structure or regulatory orders or sanctions against the outside person regarding the services being provided to the school district and to provide the documents necessary for the performance of the investment portion of school district audit. Contracts with outside persons shall not be based on the performance of the investment portfolio.

The treasurer shall be responsible for reporting to and reviewing with the board at its regular meetings the investment portfolio's performance, transaction activity and current investments including the percent of the investment portfolio by type of investment and by issuer and maturities. The report shall also include trend lines by month over the last year and year-to-year trend lines regarding the performance of the investment portfolio. It shall also be the responsibility of the treasurer to obtain the information necessary to ensure that the investments and the outside persons doing business with the school district meet the requirements outlined in this policy.

INVESTMENTS

It shall also be the responsibility of the superintendent to deliver a copy of this policy to the school district's depositories, auditor and outside persons doing business with the school district.

It shall also be the responsibility of the superintendent, in conjunction with the treasurer, to develop a system of investment practices and internal controls over the investment practices. The investment practices shall be designed to prevent losses, to document the officers' and employees' responsibility for elements of the investment process and address the capability of the management.

Legal Reference: Iowa Code §§ 11.2, .6; 12.62; 12B.10; 12C; 22.1, .13;
28E.2; 257, 270.29; 283A; 285; 502.701; 633.123 (1993)

Cross Reference: Treasurer
Revenue

GIFTS - GRANTS - BEQUESTS

The board believes gifts, grants, and bequests to the school district may be accepted if they will further the interests of the educational program. The board shall have sole authority to determine whether the gift furthers the interests of the school district.

Gifts, grants, and bequests shall be approved by the board or the superintendent. Once it has been approved by the board, a board member or the administration may accept the gift on behalf of the school district.

Gifts, grants, and bequests once accepted on behalf of the school district shall become the property of the school district. Gifts, grants, and bequests shall be administered in accordance with terms, if any, agreed to by the board.

Legal Reference: Iowa Code §§279.42, 565.6 (1991).

Cross Reference: 221 Gifts to School Board Members
402.4 Gifts to School District Personnel
508.1 Class or Student Group Gifts

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STUDENTS' ACTIVITIES FUND

Funds raised by students or from student activities are the property of and shall be under the financial control of the school district. Students may use these funds for purposes approved by the superintendent. Funds remaining in the fund after the graduation of the class shall revert to the school district.

It shall be the responsibility of the board secretary and treasurer to keep student activity funds up-to-date and complete.

Legal Reference: Iowa Code §§11.23, 256.8(7), 291.13 (1991).

Cross Reference: 504 Student Activities
701 Financial Accounting System

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PURCHASING - BIDDING

The board supports economic development in Iowa. Purchases by the school district will be made in Iowa for Iowa goods and services from a locally-owned business located within the school district or from an Iowa-based company which offers these goods or services if the cost and other considerations are relatively equal and they meet the required specifications.

It shall be the responsibility of the superintendent to approve purchases, except those authorized by or requiring direct board action. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment or accessories or attachments with an estimated cost of \$50,000 or more.

The superintendent shall have the authority to authorize purchases without competitive bids for goods and services costing under \$10,000 without prior board approval. For goods and services costing more than \$10,000, the superintendent shall compare prices of the goods and services to be purchased prior to making a recommendation to the board. Competitive sealed bids are required for purchases, other than emergency purchases, for goods and services that cost \$10,000 or more, and for textbooks from a source other than the publisher.

The purchase will be made from the lowest responsible bidder based upon total cost considerations, including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, and delivery date. The board and the superintendent shall have the right to reject any or all bids, or any part thereof, and to re-advertise. The board will enter into such contract or contracts as the board deems in the best interests of the district.

It shall be the responsibility of the superintendent to make a recommendation and the purpose for it to the board for purchases exceeding \$10,000. A contract, which has been awarded, may be cancelled by the board upon the recommendation of the superintendent.

All Federal purchasing guidelines pertaining to the USDA Food and Nutrition Program will be followed.

Legal Reference: Iowa Code §§18.6(9), 23A, 28E.20, 72.3, 73, 285.10(3),
10(7), 301 (1991).
281 Iowa Admin. Code 43.25.
1974 Op. Att'y Gen. 171.

Cross Reference: 705 Expenditures
801 Site Acquisition and Building Construction
802 Maintenance - Operation - Management

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PURCHASING ON BEHALF OF SCHOOL DISTRICT PERSONNEL

Generally, the school district shall not purchase items on behalf of school district personnel. The school district may in unusual and unique circumstances do so. It shall be within the discretion of the board to determine when such unique and unusual circumstances exist.

No purchase shall be made unless the employee has paid the school district prior to the order being placed.

Legal Reference: Iowa Code §279.8 (1991).

Cross Reference: 703 Budget

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REQUISITIONS AND PURCHASE ORDERS

Supplies, equipment, and services may only be purchased by the building administrator or the superintendent. Requests for supplies, equipment, and services shall be made by school district personnel through the Aptafund program.

The building administrator shall be responsible for approving individual purchase orders submitted through the Aptafund program. Once approved by the building administrator, the superintendent will then review and either approval or deny the requisition. Only those purchases approved by the superintendent shall be processed by the school district. Supplies, equipment, and services procured by a formal written contract shall not require a purchase order.

The superintendent may authorize a procedure for the purchase of small, emergency items, usually at a cost of \$500 or less. The superintendent may also authorize items to be purchased that would promote community involvement with the school district or that would increase employee morale.

Legal Reference: Iowa Code §279.8 (1991).

Cross Reference: 705.1 Purchasing and Bidding
705.4 Receiving Goods and Services

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RECEIVING GOODS AND SERVICES

To assure goods and services procured by the school district are properly accounted for and are of the quality and type ordered, all goods will be received by the building administrator. Goods and services which do not meet the requirements specified in the purchase order will not be paid for or accepted.

If, in unusual and unique circumstance, goods must be delivered to and received by someone other than the building administrator, it shall be the responsibility of that person to inform the building administrator, to assure the goods and services are properly accounted for, and to ensure they are of the quality and type ordered.

Legal Reference: Iowa Code §279.8 (1991).

Cross Reference: 705.1 Purchasing and Bidding
705.3 Requisitions and Purchase Orders

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PAYMENT FOR GOODS AND SERVICES

Only the board may authorize the issue of warrants for payment of claims against the school district for goods and services. The board will allow such warrants after goods and services have been received and accepted in compliance with board policy and audited by the board.

Utility bills and bills for goods, internal services, merchandise and services delivered and/or rendered to the school district may be paid by the administration prior to formal approval by the board, with the approval of the board president, provided that administrative personnel have examined such statements and invoices and have determined to their satisfaction that such items were in order and legitimate expenses of the school district.

It shall be the responsibility of the board secretary to bring unaudited claims to the board.

Legal Reference: Iowa Code §§279.29, .30, .36, 291.12, .30 (1991).
281 Iowa Admin. Code 12.3(1).

Cross Reference: 705.1 Purchasing and Bidding
705.3 Requisitions and Purchase Orders
705.4 Receiving Goods and Services

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UNPAID WARRANTS/ISCAP

Generally, the board shall authorize claims to be paid only when sufficient funds are available for such claims. In unusual and unique circumstances, as determined by the board, the board may authorize the payment of claims for which insufficient funds are available.

When the board deems it necessary to authorize warrants without sufficient funds available, anticipatory warrants shall be authorized.

It shall be the responsibility of the board secretary to issue anticipatory warrants when authorized. Participation in the Iowa School Cash Anticipation Program (ISCAP) shall be at the board's discretion on an annual basis.

Legal Reference: Iowa Code §§74, 74A (1991)
281 Iowa Admin. Code 12.3(1).

Cross Reference: 705.1 Purchasing and Bidding
705.3 Requisitions and Purchase Orders
705.4 Receiving Goods and Services
705.5 Payment for Goods and Services

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PETTY CASH

A petty cash fund shall be maintained by the school district in each building's administrative office for incidental expenditures. The petty cash fund in each building shall not exceed \$1,500.00.

It shall be the responsibility of the building administrator to maintain and authorize expenditures from the petty cash fund.

Legal Reference: Iowa Code §279.8 (1991).

Cross Reference: 705 Expenditures

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CREDIT CARDS

School district personnel may use school district credit cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, fuel for school district transportation vehicles for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the Board and school district personnel, and other expenses required by school district personnel and the Board in the performance of their duties. The use of school district credit cards for personal expenses is prohibited.

The school district may maintain a school district credit card for actual and necessary expenses incurred by school district personnel and officers in the performance of their duties. The superintendent may maintain a school district credit card for actual and necessary expenses incurred in the performance of the superintendent's duties. The transportation director may maintain a school district credit card for fueling school district transportation vehicles in accordance with Board policies.

It shall be the responsibility of the superintendent to determine whether the school district credit card use is for appropriate school business. It shall be the responsibility of the Board to determine through the audit and approval process of the Board whether the school district credit card use by the superintendent and the Board is for appropriate school business.

The superintendent shall be responsible for developing administrative regulations regarding actual and necessary expenses and use of a school district credit card. The administrative regulations shall include the appropriate forms to be filed for obtaining a credit card.

Legal References: Iowa Constitution, Art. III, 31.
Iowa Code 279.8, .29, .30 (1991).
281 Iowa Admin. Code 12.3 (1).
1984 Op. Att'y Gen. 47.

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

PAYROLL PERIODS

The payroll period for the school district shall be a month. All school district personnel shall be paid on the 20th day of each month. If this day is a holiday, recess, or weekend, the payroll shall be paid on the last working day prior to the holiday, recess or weekend.

It shall be the responsibility of the board secretary to issue payroll to school district personnel in compliance with this policy.

Legal Reference: Iowa Code §20.9 (1991)

Cross Reference: 706.2 Payroll Deductions

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

PAYROLL DEDUCTIONS

Ease of administration shall be the primary consideration for payroll deductions, other than those required by law. Payroll deductions shall be made for federal income tax withholdings, Iowa income tax withholdings, social security, and the Iowa Public Employees' Retirement System.

School district personnel may elect to have payments withheld for district-related and mutually agreed-upon group insurance coverage, and/ or tax sheltered annuity programs. Requests for these deductions shall be made in writing to the superintendent.

It shall be the responsibility of the superintendent to determine which additional payroll deductions will be allowed.

Legal Reference: Iowa Code §§294.8, .9, .15, .16, chap. 422 (1991)

Cross Reference: 706.1 Payroll Procedures

Approved: 8-13-90 Reviewed: 03/12/2018 Revised: 6-12-95

SECRETARY'S MONTHLY REPORTS

The board secretary shall report to the board each month about the receipts, disbursements and balances of the various funds. This report shall be in written form and sent to the board with the agenda for the board meeting.

Legal Reference: Iowa Code §§279.8, 291.7 (1991).

Cross Reference: 707 Fiscal Reports
206.3 Board of Education Secretary
206.4 Board of Education Treasurer

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

TREASURER'S ANNUAL REPORT

At the annual meeting, the treasurer shall give the annual report stating the amount held over, received, paid out, and on hand in the general and schoolhouse funds. This report shall be in written form and sent to the board with the agenda for the board meeting.

It shall be the responsibility of the treasurer to submit this report to the board annually.

Legal Reference: Iowa Code §§279.31, 291.15 (1991).

Cross Reference: 206.4 Board of Education Treasurer
707 Fiscal Reports

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

PUBLICATION OF FINANCIAL REPORTS

Each month the schedule of bills allowed by the board shall be published in a newspaper designated as a newspaper for official publication. Annually, the total salaries paid to school district personnel regularly employed by the school district shall also be published in a newspaper designated as a newspaper for official publication.

It shall be the responsibility of the board secretary to publish these reports in a timely manner.

Legal Reference: Iowa Code §279.35 - .36 (1991).
1952 Op. Atty Gen. 133.

Cross Reference: 206.3 Board of Education Secretary
707.2 Treasurer's Annual Report

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

AUDIT

To review the funds and accounts of the school district, the board shall employ an auditing agency to perform an annual audit of the financial affairs of the school district. The administration shall cooperate with the auditors.

It shall be the responsibility of the superintendent to recommend to the board an auditing agency to review the school district's financial affairs.

Legal Reference: Iowa Code §11.6 (1991).

Cross Reference: 701 Financial Accounting System
707 Fiscal Reports

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

INSURANCE REPORT

At the annual meeting each year, the board shall receive a written report indicating the types, amounts of, and cost of the insurance for the school district. This report shall include bonds purchased for school district personnel and board officers. It shall be in written form and sent to the board with the agenda for the board meeting.

It shall be the responsibility of the board secretary to file this report with the board.

Legal Reference: Iowa Code §279.8 (1991).

Cross Reference: 710 Insurance

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

School District records shall be housed in the administrative offices of the school district. It shall be the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved, according to the schedule below:

* Secretary's financial records	Permanently
* Treasurer's financial records	Permanently
* Minutes of the Board of Directors	Permanently
* Annual audit reports	Permanently
* Annual budget	Permanently
* Permanent record of individual pupil	Permanently
* Records of payment of judgments against the school district	20 years
* Bonds and bond coupons	10 years
* Written contracts	10 years
* Cancelled warrants, check stubs, bank statements, bills, invoices, and related records	5 years
* Recordings of closed meetings	1 year
* Program grants	As determined by the grant

Personnel records shall be housed in the administrative offices of the school district. The personnel records shall be maintained by the superintendent, the building administrator, the employee's immediate supervisor, and the board secretary.

The permanent and cumulative records of students currently enrolled in the school district shall be housed in the administrative office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault. The building administrator shall be responsible for keeping these records current. Records of students who have graduated or are no longer enrolled in the school district shall be housed in the central administrative office. These records will be maintained by the superintendent.

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

The superintendent shall, after digitally archiving the board's records, destroy, by burning or shredding, paper records that have been in the superintendent's custody for three years. A properly authenticated reproduction of a digitalized record meets the same legal requirements as the original record.

Legal Reference: City of Dubuque v. Telegraph Herald, Inc., 297 N.W.2d 523 (Iowa 1980)
Iowa Code §§22.3, .7, 279.8, 279.15-.16, 304 (1991).
281 Iowa Admin. Code 12.3(6).
1982 Op. Att'y Gen. 3
1980 Op. Atty Gen. 166, 667

Cross Reference: 401.6 General Personnel Records
 506 Student Records
 901.1 Public Examination of School District Records

DATA MANAGEMENT

Informing school district personnel of the activities in the school district and otherwise conveying information to the public, board and students shall be the responsibility of the superintendent.

Internal communications shall be placed in the employee's mailbox, and it shall be the responsibility of the employee to collect and read such information.

Members of the school district community seeking information from the school district shall make such requests to the superintendent. The superintendent shall answer the request within a reasonable period of time and invoice the charges allowed by board policy.

Requests for printing shall be filed with the board secretary for processing.

Legal References: Iowa Code §279.8 (1991).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
507 Student Health and Well-Being

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

INSURANCE PROGRAM

The board will maintain a comprehensive insurance program to provide adequate coverage against major types of risk, loss, or damage, as well as legal liability. The board will purchase insurance at replacement values, when possible, after reviewing the costs and availability of such insurance. The comprehensive insurance program shall be reviewed once every three years. Insurance will only be purchased through legally licensed Iowa insurance agents.

The school district will assume the risk of property damage, legal liability, and dishonesty in cases in which the exposure is so small or dispersed that a loss does not significantly affect the operation of the education program or financial condition of the school district.

Insurance of buildings, structures, or property in the open will not generally be purchased to cover loss exposures below \$2,500 unless such insurance is required by statute or contract.

The board may retain a private organization for fixed assets management services.

Administration of the insurance program, making recommendations for additional insurance coverage, placing the insurance coverage and loss prevention activities shall be the responsibility of the superintendent. The superintendent and/or fixed assets manager shall be responsible for maintaining the fixed assets management system, processing claims and maintaining loss records.

Legal Reference: Iowa Code §§ 20.9; 85.2; 279.12, .28; 285.5(6), .10(6);
296.7; 298A; 517A.1; 670.7 (1997).
1974 Op. Att'y Gen. 171.
1972 Op. Att'y Gen. 676.

Cross Reference: 205.2 Board Member Liability
804 Safety Program

Approved: 8-13-90 Reviewed: 03/12/2018 Revised: 11-9-98

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

SCHOOL FOOD PROGRAM

The school district will operate a school lunch 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 beverages and incidental items.

A "School Lunch Meal Pattern" will be made available to students and free or reduced-price lunches will be provided for students who cannot afford the price of a "School Lunch Meal Pattern" lunch.

School food service facilities are provided to serve students and school personnel when school is in session and during school related activities. Facilities may also be used under the the supervision of the director of food service for food service to teacher or other school personnel groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens with permission of the superintendent and in accordance with board policy.

The school food program is operated on a nonprofit basis. The revenues of the school food program will be used only for paying regular operating costs. Supplies of the school food program, including those provided by the United States Department of Agriculture, shall only be used for the food program.

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

It shall be the responsibility of the director of food service to administer the program and to cooperate with the superintendent for the proper functioning of the food program.

Legal Reference: 42 U.S.C.S. §§1751 - 1785.
Iowa Code §283A (1991).
281 Iowa Admin. Code 58.

Cross Reference: 711 School Food Service
906 Use of School District Facilities and Equipment

Approved: 8-13-90 Reviewed: 03/12/2018 Revised: 06-12-95

FREE OR REDUCED COST MEALS ELIGIBILITY

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 and supplemental foods, will be provided the food program services at no or reduced cost.

It shall be the responsibility of district office personnel to determine if a student qualifies for free or reduced cost school food services. Students, whom a certified employee believes are improperly nourished, will not be denied the school food program services simply because the paperwork has not been completed.

School district personnel and others will be required to purchase adult-price tickets for meals consumed.

It shall be the responsibility of the administrative team to develop administrative regulations for implementing this policy.

Legal Reference: 42 U.S.C.S. 1751 -1785.
Iowa Code §283A (1991).
281 Iowa Admin. Code 58.

Cross Reference: 711 School Food Service

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

VENDING MACHINES

Food served or purchased by students during the school day, other than special circumstances, shall be approved by the superintendent. Vending machines in the school building shall be the responsibility of the building administrator. Purchases from the vending machines shall not be made during the lunch periods.

Legal Reference: 42 U.S.C.S. 1751 -1785.
Iowa Code §283A (1991).
281 Iowa Admin. Code 58.

Cross Reference: 504.6 Student Fund Raising
711 School Food Service

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

RECORDS AND REPORTS

The records of the school food program shall be accurate and up-to-date. It shall be the responsibility of the director of food services to maintain the records of the program in compliance with this policy and the accounting system of the school district.

The food service department shall report their activities to the board on the monthly basis.

Legal Reference: 42 U.S.C.S. 1751 -1785.
Iowa Code §283A (1991).
281 Iowa Admin. Code 58.

Cross Reference: 504.6 Student Fund Raising
711 School Food Service

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

MEAL CHARGES

In accordance with state and federal law, the Garner-Hayfield-Ventura CSD 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. This policy is applicable to Breakfast and Lunch meals.

Payment of Meals

Students have use of a meal account. When the balance reaches \$0.00, a student may charge no more than \$5.00 (per student) to this account for meals. A la carte items (which includes milk) may not be purchased until the negative account balance is paid. Deposits to meal accounts may be done by making a payment either in the school office or electronically to a PaySchools account.

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 or a la carte items if the student provides cash payment when items are received.

Employees may use a charge account for meals, but may charge no more than \$5.00 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.

Comparable Meals

When an account reaches this limit (greater than -\$5.00) and until the negative account balance is paid, a student may be provided and charged for a comparable meal which meets the reimbursable meal pattern requirements. The comparable meal will be comprised of items available to all students for that meal period. Lunch will usually be a cold sandwich (bread and protein), vegetable, fruit, and milk. Special diet accommodations will be provided if an approved Diet Modification Request is filed with the school nurse.

If a student is to receive a comparable meal for lunch, efforts will be made to provide advance notice as appropriate. Notification may be provided via email to students in grades 5 through 12.

A comparable or reimbursable meal will be provided to a student unless the student's parent/guardian has specifically provided written direction to the school to withhold a meal from the student.

Approved: 6-27-2017

Reviewed: _____

Revised: 07-16-2018

MEAL CHARGES

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low.

The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified once the negative balance reaches \$0.00. Families will be notified by email from JMC.

If a student owes for five (5) or more meals, the district may contact the student's parent/guardian to provide information regarding application for Free/Reduced meals.

Negative balances of more than \$25.00 per student will be referred to the Superintendent or designee for follow-up.

All negative accounts shall be paid in full at the end of the school year. Any accounts not paid prior to this time shall be turned over to the Superintendent or designee for collection. Options may include: collection agencies, small claims court, withholding from tax returns, or any other legal method permitted by law.

Free and Reduced-Fee Meals

The school district shall provide notice, at least twice annually, to the parents/guardians of all enrolled students regarding the availability of applications for Free and Reduced-Fee meals. (Notice may be provided via letter or electronic communication.)

Donations

A committee of school personnel will be formed to determine the procedures and criteria for distribution of donated funds.

Parents/guardians will be notified in writing each time donated funds are applied to their student's meal account.

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.

STUDENT SCHOOL TRANSPORTATION ELIGIBILITY

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 shall be entitled to transportation to and from their attendance center at the expense of the school district.

Transportation of students who require special education services shall 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 shall be specified in the individualized education program or the individualized family service plan (IFSP). When the IEP 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.

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 shall be 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, shall be reimbursed at the rate per mile set by the state.

STUDENT SCHOOL TRANSPORTATION ELIGIBILITY

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

Legal Reference: 20 U.S.C. §1401, 1701 et seq. (1988).
34 C.F.R. Pt. 300 et seq. (1993).
Iowa Code §§256B.4; 285; 321 (1995).
281 Iowa Admin. Code 41.9; 43.

Cross Reference: 501.15 Homeless Children and Youth
507.8 Student Special Health Services
603.3 Special Education
711 Transportation

STUDENT CONDUCT ON SCHOOL TRANSPORTATION

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 bus driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The school vehicle driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the principal.

After two warnings for bad conduct, the principal shall have the authority to suspend transportation privileges of the student or other appropriate discipline. Students disciplined for misconduct on the school bus or other school transportation shall be accorded appropriate due process.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for school bus conduct and discipline.

Legal Reference: Iowa Code §§279.8, 321 (1991).

Cross Reference: 503 Student Discipline

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES

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

Students participating in extracurricular events, other than those held at the school district facilities, shall be transported to the extracurricular event by school transportation vehicles or by another means approved by the superintendent. In some cases students attending extracurricular events, other than those held at the school district facilities, will be transported to the extracurricular event by school district transportation vehicles.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, shall ride both to and from the event in the school vehicle unless arrangements have been made with the coaching staff 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 shall be the responsibility of the superintendent to make a recommendation to the board annually as to whether the school district shall provide the transportation authorized in this policy. In making the recommendation to the board, the superintendent shall consider the condition of the school district, the number of pupils who would qualify for such transportation, and other factors the board or superintendent deem relevant.

Legal Reference: Iowa Code §§ 256B.4; 285.1-.4; 321 (1995).
281 Iowa Admin. Code 41.98, 43.

Cross Reference: 504 Student Activities
711 Transportation

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

TRANSPORTATION EQUIPMENT

The school district shall purchase transportation vehicles which meet the requirements of the board and the State Department of Education. The purchase of such vehicles shall be in compliance with board policy.

School district student transportation vehicles shall be inspected by the State Department of Education. School district transportation vehicles, used to transport students, shall be routinely maintained according to a maintenance schedule developed by the superintendent.

It shall be the responsibility of the superintendent to arrange for the inspection of the school district transportation vehicles requiring inspection and to develop a program for routine maintenance of school district vehicles.

Legal Reference: Iowa Code §285.9(3) (1991).
281 Iowa Admin. Code 43.30-.31, 43.41.

Cross Reference: 712 Transportation

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

SCHOOL VEHICLE ROUTES

The board has sole discretion to determine the school bus routes for the school district. The board will review the school bus routes on an as needed basis.

It shall be the responsibility of the Transportation Director to develop the school bus routes keeping in mind the safety of the students, the size of the school buses, the length of the route, the cost to the school district, and other factors as deemed relevant by the board, superintendent or Transportation Director. The Transportation Director shall also develop emergency school bus routes that may be necessary due to weather or other conditions.

Legal Reference: Iowa Code §285.10(2) (1991).
281 Iowa Admin. Code 43.1.

Cross Reference: 712 Transportation

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

DISCRETIONARY STOPS BY SCHOOL VEHICLES

The school district is required to provide a certain level of transportation service to its resident students. The board has complete discretion to provide additional transportation service to its resident and other students. This school district transportation service may, at the discretion of the board, make special stops on its bus route as a courtesy to the passengers. Changes in the bus route for discretionary stops must be reviewed by the board on an as needed basis.

It shall be the responsibility of the Transportation Director to make a recommendation as to whether a school vehicle will make a discretionary stop. In making this recommendation, the Transportation Director shall consider the safety of the students, the size of the school buses, the length of the route, the cost to the school district, and other factors as deemed relevant by the board, superintendent or Transportation Director.

Legal Reference: Iowa Code §285.10 (1991).
281 Iowa Admin. Code 43.10.

Cross Reference: 712 Transportation

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

SUMMER SCHOOL PROGRAM TRANSPORTATION SERVICE

The school district may use school vehicles for transportation to and from summer extracurricular activities. The superintendent shall make a recommendation to the board annually regarding their use.

Transportation to and from the student's attendance center for summer school instructional programs shall be within the discretion of the board. It shall be the responsibility of the superintendent to make a recommendation regarding transportation of students in summer school instructional programs at the expense of the school district. In making the recommendation to the board, the superintendent shall consider the budget of the school district, the number of students involved in summer school programs, and other factors deemed relevant by the board or the superintendent.

Legal Reference: Iowa Code §285.10 (1991).
281 Iowa Admin. Code 43.10.

Cross Reference: 603.2 Summer School Instruction
712 Transportation

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

TRANSPORTATION OF NONRESIDENT AND NONPUBLIC SCHOOL STUDENTS

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 shall 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 State Department of Education will be reimbursed for up to three elementary students and one high school student. The reimbursement shall be set by the state. This reimbursement shall be 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 shall be prorated.

The charge to the nonresident students shall be determined based on the student's pro rata share of the actual costs for transportation. The parents of these students shall be billed for the student's share of the actual costs of transportation. The billing shall be according to the schedule developed by the superintendent. It shall be 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 shall make a recommendation annually to the board regarding the method to be used. In making a recommendation to the board, the superintendent shall consider the number of students to be transported, the capacity of the school vehicles, the budget of the school district and other factors deemed relevant by the board or the superintendent.

TRANSPORTATION OF NONRESIDENT AND NONPUBLIC STUDENTS

Nonresident and nonpublic school students shall be 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 (1991).

Cross Reference: 712 Transportation

TRANSPORTATION OF NONSCHOOL GROUPS

School district vehicles shall be used for transporting students and other school-sponsored events. Only in unusual circumstances will the board make the school district transportation vehicles available for transporting local nonprofit entities which promote cultural, educational, civic, community, or recreational activities.

In the event school district transportation vehicles are made available to non-school groups, it shall be the responsibility of the superintendent to develop administrative regulations for application for, use of, and payment for using the school district transportation vehicles.

Legal References: Iowa Code §285.1(21) (1991).

Cross References: 712 Transportation
900 Principles and Objectives for Community Relations

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

SCHOOL BUS SAFETY INSTRUCTION

The school district shall conduct school bus safe riding practices instruction and emergency safety drills once a year for students who utilize school district transportation.

Each school bus vehicle shall have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This shall include, but not be limited to, disabled students.

School district vehicle drivers are required to attend each safety drill.

Certificated personnel shall be responsible for instructing the proper techniques to be followed during an emergency, as well as safe riding practices. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal References: Iowa Code §§279.8, 321 (1991).
281 Iowa Admin. Code 43.40.

Cross References: 503 Student Discipline

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

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 district and may change quickly, the best judgment will be used that is possible 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 Transportation Director and by the actual "on location" decisions and reports of the drivers. Drivers will not be required to operate a bus when, in the driver's opinion, it is unsafe to do so.

Several drivers each year will be specially designated to report weather and road conditions by bus radio on any day when requested to do so. Other drivers and students will be notified by commercial radio when school is cancelled or temporarily delayed. It may be possible that on some occasions the entire district may not be affected by the delays, when weather conditions may vary in different locations. Local drivers will then make the decisions on when to begin operating. When school is cancelled because of weather anywhere in the district, all schools will be closed.

When weather conditions deteriorate during the day after school has begun, students will be returned to prearranged locations in towns around the district. Parents will be asked to choose the designated location or pick up the student at the school where the child attends.

Approved: 8-13-90 Reviewed: 03/12/2018 Revised:

