

Auxiliary Service

Series 700

Policy Title: PURPOSE OF NON-INSTRUCTIONAL AND BUSINESS SERVICES Code No. 700

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 education 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 education program.

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

Date of Adoption:

January 18, 2010

Reviewed & Revised:

November 21, 2016

Auxiliary Service

Series 700

Policy Title: SCHOOL FOOD PROGRAM

Code No. 701.1

The school district will operate a school lunch and breakfast program in each attendance center. The school food program services will include breakfast and lunch through participation in the School Breakfast Program and 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.

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 Nutrition Director 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.

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 an annual, review, the prices for school lunches, breakfast and special milk programs. It is the responsibility of the Head of Nutrition to make a recommendation regarding the prices of school lunch, breakfast and milk.

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

Date of Adoption:

January 18, 2010

Reviewed & Revised:

November 21, 2016

Auxiliary Service

Series 700

Policy Title: Financial Support

Code No. 701.3

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

Date of Adoption:

July 1, 1985

Legal References:

(Code of Iowa) Ch. 283A.2

Reviewed & Revised:

September 2, 1991

June 30, 1997

February 7, 2005

January 18, 2010

November 21, 2016

Auxiliary Service

Series 700

Policy Title: Governmental Accounting Practices and Regulations

Code No. 701.3b

School district accounting practices will follow state and federal laws and regulations, generally accepted accounting principles (GAAP) and the uniform financial accounting system provided by the Iowa Department of Education. As advised by the school district's auditor, determination of liabilities and assets, prioritization of expenditures of governmental funds and provisions for accounting disclosures shall be made in accordance with governmental accounting standards.

In Governmental Account Standards Board (GASB) Statement 54, the board identifies the order of spending unrestricted resources applying the highest level of classification of fund balance—restricted, committed, assigned, and unassigned—while honoring constraints on the specific purpose for which amounts in those fund balances can be spent. A formal board action is required to establish, modify and/or rescind a committed fund balance. The resolution will state the exact dollar amount. In the event the board chooses to make changes or rescind the committed fund balance, formal board action is required.

The Board authorizes the Superintendent to assign amounts to a specific purpose in compliance with GASB 54. An 'assigned' fund balance should also be reported in the order of spending unrestricted resources, but is not restricted or committed.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy. It is also the responsibility of the superintendent to make recommendations to the board regarding fund balance designations.

Date of Adoption:

November 21, 2016

Auxiliary Service

Series 700

Policy Title: FREE OR REDUCED COST MEALS ELIGIBILITY

Code No. 701.4

Students enrolled and attending school in the school district, who are unable to afford the special milk program, 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 business office to determine if a student qualifies for free or reduced cost school food services. Students, whom the principal and Nutrition Director believes are improperly nourished, will not be denied the school food program services simply because the paperwork has not been completed.

Employees, students and guests will be required to purchase ~~tickets~~ for meals consumed.

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

Date of Adoption:

January 18, 2010

Reviewed & Revised:

November 21, 2016

Auxiliary Service

Series 700

Policy Title: VENDING MACHINES

Code No. 701.5

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 and Nutrition Director. Purchases from the vending machines, will reflect the guidelines in set by Smart Snacks in School and the Wellness policy 701.6.

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

Date of Adoption:

January 18, 2010

Reviewed & Revised:

November 21, 2016

Auxiliary Service

Series 700

Policy Title: WELLNESS POLICY

Code No. 701.6

The Colfax-Mingo School Board encourages healthy students and staff by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The Colfax-Mingo school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, will be a reflection of the school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards whenever possible. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the district may utilize electronic identification and payment systems; promote the availability of meals to all students; and/or use nontraditional methods for serving meals, such as "grab-and-go" or classroom breakfast.

The school district will develop a wellness policy with input of the school nurse, Nutrition Director, health/physical education teachers, and administrators. The school nurse will monitor and evaluate implementation of the policy and will report annually to the superintendent regarding the effectiveness of the policy.

NUTRITION EDUCATION

The school district will provide nutrition education and engage in nutrition promotion that:

- Is offered at each grade level as part of a sequential, comprehensive, standards-based curriculum to be taught by selected teachers (science, health, exploratory, and physical education) and the school nurse.

- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices (such as lowering sugar content in recipes and eliminating trans fats and hydrogenated fats when possible).

PHYSICAL ACTIVITY

The Colfax-Mingo School District recognizes the importance of physical activity during the school day and provides opportunities for physical activity through Physical Education and daily recess (as well as through optional extra-curricular programs).

Daily Physical Education

The Colfax-Mingo school district will provide education that:

- Is delivered for the entire school year to all students in grades k-12, including students with disabilities, and students with special healthcare needs.
- Engages students in moderate to vigorous activity during at least 50 percent of physical education.

Daily Recess

Elementary and middle schools should provide daily recess for students that:

- Is preferably outdoors;
- Verbally encourages moderate to vigorous physical activity and provides space and equipment; and,
- Discourages extended periods (i.e., periods of two or more hours) of inactivity.

Physical Activity and Punishment

Employees should be aware that it is poor practice to use physical activity (e.g., running laps, pushups) or to withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

Integrating Physical Activity into Classroom Settings

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school district will:

- Address the importance of physical activity in the standards-based district wellness curriculum

- Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
- Discourage sedentary activities, such as watching television, playing computer games, etc;
- Provide opportunities for physical activity to be incorporated into other subject lessons; and,
- Remind classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.

Optional Issues

Communication with Parents

The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school district will:

- Send home wellness information and share wellness tips;
- Encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutrition standards for individual foods and beverages.

Food Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. The school district will:

- Attempt to limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually;
- Promote healthy foods, including fruits, vegetables, whole grains, low-fat dairy products, and healthy fats;
- Market products that promote healthful behaviors, such as marketing 100% juice, waters, and flavored waters; and, pricing structures that promote healthy options in a la carte lines or vending machines.

OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE WELLNESS

Staff Wellness

The school district values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The district will:

- Establish and maintain a staff wellness plan with input from health professionals, school nurse, and other district staff members;
- Base plan on input from employees and professionals (health insurance providers), and provide opportunities for implementation of healthy changes.

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- Be attractive and appealing to children;
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutrition requirements established by local, state and federal law; specifically guidelines set by Healthy Hunger, Free Kids Act of 2010 and Smart Snacks in School.
- Offer a variety of fruits and vegetables;
- Serve only low-fat (1%) and fat-free milk when possible.

Schools should:

- Share information about the nutritional content of meals with parents and students;
- Engage students and parents, through such activities as taste-tests of new entrées or surveys, in order to identify new, healthful and appealing food choices.

Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, schools will:

- Operate the breakfast program, to the extent possible;
- Notify parents and students of the availability of the School Breakfast Program, where available; and,
- Encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials or other means.

Free and Reduced-Priced Meals

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals.

Toward this end, the school district may:

- Utilize electronic identification and payment systems;
- Ensure that students without the financial means are provided meals;
- Promote the availability of meals to all students.

Meal Times and Scheduling

The school district:

- Will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- Should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.; should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;

- Will consider scheduling lunch periods to follow recess periods (in elementary schools) when deemed beneficial;
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and,
- Should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

NUTRITIONAL GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

Qualification of Food Service Staff

The School Nurse and the Nutrition Director will administer the meal programs. As part of the school district's responsibility to operate a food service program, the school district will:

- Provide professional development and training for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility.

Sharing of Foods

The school district discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Foods Sold Outside the Meal (e.g. vending, a la carte, sales)

Elementary schools: The food service program will approve and provide all food and beverage sales to students in elementary schools whenever possible. To this end:

- Food in elementary schools should be sold as balanced meals, given young children's limited nutrition skills; and,
- Foods and beverages sold individually should be limited to healthy choices when possible.

Secondary Schools: In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards **to the highest degree possible:**

Beverages

- **Allowed:** water or seltzer water minimal added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain 100% percent fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free or fat-free milk and nutritionally equivalent nondairy beverages (as defined by the USDA).

- **Discouraged:** carbonated beverages, especially those with high caffeine content; fruit-based drinks that contain less than 100% percent real fruit juice or that contain additional caloric sweeteners.

Foods

A food item sold individually:

- Will be evaluated and chosen for desirable fat, sugar, and sodium content
- When possible will include a choice of at least two fruits and /or non-fried vegetables for sale at any location on the school site where foods are sold.

Examples: Food items could include, but are not limited to, fresh fruits and vegetables; 100 percent fruit or vegetable juice;; cooked, dried or canned fruits (canned in fruit juice or light syrup); and cooked, dried or canned vegetables (that meet the above fat and sodium guidelines).

Fundraising Activities

To support children’s health and school nutrition-education efforts, the school district will attempt to use foods that meet the above nutrition and portion size standards for foods and beverages sold individually. The school district encourages fundraising activities that promote physical activity.

Snacks

Snacks served during the school day or in after-school care or enrichment programs are most desirable when they make a positive contribution to children’s diets and health and are timed so that they don’t detract from meals. Snacks will follow Smart Snacks in school guidelines.

Rewards

The school district discourages the use of foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment.

Celebrations

Schools should evaluate their celebrations practices that involve food during the school day. The school district will disseminate a list of healthy party ideas to parents and teachers.

School-Sponsored Events

Offerings of food and beverages at school-sponsored events outside the school day will include foods that meet the nutrition standards for meals or for foods and beverages sold individually whenever possible.

Food Safety

All foods made available on campus adhere to food safety and security guidelines.

- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
- For the safety and security of the food and facility, access to the food service operations is limited.

PLAN FOR MEASURING IMPLEMENTATION

Monitoring

The superintendent will ensure compliance with established school district-wide nutrition and physical activity wellness policies.

In each school:

- The school nurse will ensure compliance with those policies in the school and will report on the school's compliance to the superintendent;
- Food service staff, at the school or school district level, will ensure compliance with nutrition policies within food service areas and will report on this matter to the school nurse.

In the school district:

- The Nutrition Director will report yearly on the most recent USDA and state of Iowa initiatives so that compliance can occur;
- At the end of every school year (late May, early June) the school nurse will develop a summary report on compliance with the wellness policy. The school

nurse will distribute copies to the superintendent, building principals, curriculum coordinator, and food service supervisor;

- The superintendent will provide the school board with the yearly summary report.

Date of Adoption:

May 15, 2006

Reviewed & Revised:

January 10, 2010

November 21, 2016

Auxiliary Service

Series 700

Policy Title: LOCAL AND STATE TRANSPORTATIONS

Code No. 702.1

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

Date of Adoption

July 1, 1985

Legal Reference:

(Code of Iowa)

Chapters 285, 321

Reviewed & Revised:

September 3, 1991

June 30, 1997

February 7, 2005

January 18, 2010

November 21, 2016

Auxiliary Service

Series 700

Policy Title: STUDENT ELIGIBILITY FOR BUS SERVICE

Code No. 702.2

When transportation by school 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 will be reimbursed for such transportation as designated by statute. Distance to school or to a bus route shall be measured on the public highway only and over the most passable and safest route as determined by the Board of Directors, starting in the roadway opposite the entrance to the school grounds or designated point on his/her route.

Pre-K-5 students living outside the boundaries of Front Street, Kelly Street, State Street and League Road may ride the city bus. Students living in this boundary must write a letter to the Board of Directors for special transportation for one year. The Board of Directors will approve or disapprove each case on its merits.

City routes will be provided for grade Pre-K-5 students who live outside the designated boundaries. The administration will establish the city route subject to Board approval.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

July 14, 1997

February 7, 2005

January 18, 2010

November 21, 2016

Auxiliary Service

Series 700

Policy Title: SPECIAL EDUCATION BUS SERVICE

Code No. 702.3

Resident pupils qualifying for special education classes in a school other than the usual school designated for attendance shall be provided transportation to and from that school as required by law.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

June 30, 1997

February 7, 2005

January 18, 2010

November 21, 2016

Auxiliary Service

Series 700

Policy Title: STUDENT TRANSPORTATION FOR EXTRA-CURRICULAR ACTIVITIES

Code No. 702.4

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 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 annually 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.

Date of Adoption:

January 18, 2010

Reviewed & Revised:

November 21, 2016

Auxiliary Service

Series 700

Policy Title: SUMMER PROGRAM BUS SERVICE

Code No. 702.5

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

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

June 30, 1997

February 7, 2005

January 18, 2010

November 21, 2017

Auxiliary Service

Series 700

Policy Title: TRANSPORTATION INSURANCE PROGRAM

Code No. 702.6

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

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

August 4, 1997

February 7, 2005

January 18, 2010

November 21, 2016

Auxiliary Service

Series 700

Policy Title: USE OF VIDEO CAMERAS ON SCHOOL BUSES REGULATION Code No. 702.7

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

Student Records

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

Notice

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

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

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

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

Review of Videotapes

The school district will review videotapes when necessary as a result of an incident reported by a bus driver or student.

Date of Adoption:

January 18, 2010

Reviewed & Revised:

November 21, 2016

USE OF VIDEO CAMERAS ON SCHOOL BUSES REGULATION

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

Video Monitoring System

Video cameras will be rotated randomly on school district buses.

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

Student Conduct

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

Date of Adoption:

January 18, 2010

Reviewed & Revised:

November 21, 2016

Auxiliary Service

Series 700

Policy Title: TRANSPORTATION OF NON-SCHOOL GROUPS

Code No. 703.1

School district transportation vehicles and drivers may be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from non- school-sponsored activities in the state. It is the responsibility of the superintendent to develop administrative regulations for application for, use of, and payment for using the school district transportation vehicles.

Date of Adoption:

January 18, 2010

Reviewed & Revised:

November 21, 2016

Auxiliary Service

Series 700

Policy Title: SCHOOL BUS SAFETY INSTRUCTION

Code No. 703.2

The school district will conduct school bus safe riding practices instruction and emergency safety drills at least twice during the school year for students who utilize school district transportation.

Each school bus vehicle will 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 will include, but not be limited to, students with disabilities.

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

Date of Adoption:

January 18, 2010

Reviewed & Revised:

November 21, 2016

Auxiliary Service

Series 700

Policy Title: TRANSPORTATION IN INCLEMENT WEATHER

Code No. 703.3

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 actual "on location" reports of the Durham Bus Services Transportation Director and drivers.

When school is cancelled because of weather anywhere in the school district, all schools will be closed.

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

Date of Adoption:

January 18, 2010

Reviewed & Revised:

November 21, 2016

Auxiliary Service

Series 700

Policy Title: DISTRICT VEHICLE IDLING

Code No. 703.4

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

Date of Adoption:

January 18, 2010

Reviewed & Revised:

November 21, 2016