

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.

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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.

Cross Reference: Iowa Code §24.2 (1993).

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| Cross Reference: | 703 | Budget |
| | 704 | Revenue |
| | 705 | Expenditures |

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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/business manager to include the resolution in the minutes of the meeting.

Legal Reference: Iowa Code §§279.33, 453 (1993).

Cross Reference: 211.1 Annual Meeting
206.3 Secretary/Business Manager
704 Revenue

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

CLASSIFICATION OF ACCOUNTS

Revenues and expenditures of the school district shall be properly classified in the accounting system according to the Uniform Administrative Procedures for Iowa School Officials.

Legal Reference: Iowa Code §§11.23, 256.8(7), 291.13 (1993).

Cross Reference: 704 Revenue
705 Expenditures

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

TRANSFER OF FUNDS

The board may transfer monies between accounts as it deems necessary. The board shall exercise this authority judiciously.

Such transfers shall be treated as a loan from one account to the other with the payment of a rate of interest to be determined by the board. The period of the transfer shall be no longer than June 30 of the fiscal year in which the transfer was made unless the board determines otherwise.

When the necessity for an account has ceased to exist, the balance may be transferred to another fund by resolution of the board. Only monies that were received for use without a designated purpose may be transferred in this manner. Funds received for a specific use or upon vote of the people shall only be used for the purpose designated.

It shall be the responsibility of the board secretary/business manager to make recommendations to the board regarding transfers and to provide supporting evidence for the transfer.

Legal Reference: Iowa Code §§24.21 - .22, 279.8, 291.13 (1993).

Cross Reference: 703 Budget

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 \$1,800 shall be kept in the vault in the administrative office at the close of the day. Cash in excess of \$1,800 shall be deposited in the authorized depository of the school district.

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

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 701.2 Depository of Funds
704 Revenues

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 Activities Office safe to \$1,800 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 (1st) 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 as 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 (1993).

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

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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/business manager 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, 442, 297, 298 (1993).

Cross Reference: 703 Budget
704 Revenues
705 Expenditures

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BUDGET 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 (2) prior fiscal years.

After the board has reviewed the budget, the board shall file the proposed budget with the board secretary/business manager 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 no later than the regularly scheduled meeting in April each year.

Legal Reference: Iowa Code §§24.3, .5, .9, 298.1, 442 (1993).

Cross Reference: 703 Budget
704 Revenues
705 Expenditures

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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/business manager 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/business manager 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 (1993).

Cross Reference: 703 Budget
704 Revenues
705 Expenditures

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

PUBLIC REVIEW OF BUDGET

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 (1993).

Cross Reference: 703 Budget
704 Revenues
705 Expenditures

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BUDGET ADOPTION

The board shall adopt and certify a budget for the operation of the school district to the county auditor by April 15.

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

Legal Reference: Iowa Code §§24, 442 (1993).

Cross Reference: 703 Budget

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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/business manager 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 (1993).

Cross Reference: 703 Budget
704 Revenues

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 (1993).

Cross Reference: 703 Budget
704 Revenues

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

LOCAL – STATE – FEDERAL – MISCELLANEOUS

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

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 secretary/business manager 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 (K) through twelfth (12) grades 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 and the proceeds from the sale of other school district property shall be placed in the appropriate fund according to the Uniform Administrative Procedures for Iowa School Officials.

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;
- 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.

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

LOCAL – STATE – FEDERAL – MISCELLANEOUS

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,
301.1, 442.4, 453 (1993).
1940 Op. Att'y Gen. 232.
1940 Op. Att'y Gen. 196.

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

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Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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. Use of excess funds in the account for any other purpose requires the approval of the voters in the school district community.

Revenues received from the issuing of bonded indebtedness shall be deposited into the appropriate fund according to the Uniform Administrative Procedures for Iowa School Officials.

Legal Reference: Iowa Code §§278.1(7), 291.13, 74 – 76, 298 (1993).

Cross Reference: 701 Financial Accounting System
704 Revenue

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 than 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 (397) 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 Business Manager/Board Secretary 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; and,
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions.
- An open-end management investment company registered with the federal securities exchange commission and commonly referred to as a money market mutual fund.

It shall be the responsibility of the Business Manager/Board Secretary to oversee the investment portfolio in compliance with this policy and the law.

The Business Manager/Board Secretary shall be responsible for reporting to and reviewing with the Board quarterly (October, January, April and July) 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.

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

INVESTMENTS

It shall be the responsibility of the Superintendent to deliver a copy of this policy to the School District's depositories, auditor and outside persons (if any) doing business with the School District.

It shall also be the responsibility of the Superintendent, in conjunction with the Business Manager/Board Secretary 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 Chapters 279.29, 283A, 285, 442, 452.10, 453, 633.123
(1993).
Section 12B.10B
281 Iowa Admin. Code 58, 43, 44.

Cross Reference: 704 Revenues

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

GIFTS – GRANTS – BEQUESTS

The board believes gifts, grant, 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 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 (1993).

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

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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/business manager to keep student activity funds up-to-date and complete.

Legal Reference: Iowa Code §§11.23, 256.8(7), 291.13 (1993).
281 Iowa Admin. Code 11.3(3).

Cross Reference: 504 Student Activities
701 Financial Accounting System

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 of 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 district 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 first taking bids for goods and services costing under \$2000 without prior board approval. For goods and services costing more than \$2000 and less than \$25,000 the superintendent shall compare prices of the goods and services and/or receive comparative bids from possible suppliers for the goods and services to be purchased prior to making a recommendation to the board. Except in cases of immediate need, which shall be determined by the board, a request for such comparative bids shall be published in the local newspaper. Competitive sealed bids are required for purchases, other than emergency purchases, for goods and services that cost \$25,000 or more, including school buses; 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 school district.

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

Legal References: Iowa Code §§ 18.6(9), 23A, 28E.20, 72.3, 73A, 285.10(3), .10(7), 301
(2005)
261 Iowa Admin. Code 54.
281 Iowa Admin. Code 43.25.
481 Iowa Admin. Code 25.
1984 Op. Att’y Gen. 115.
1974 Op. Att’y. Gen. 171.

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

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 with 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 (1993).

Cross Reference: 703 Budget

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 to their immediate supervisor. Requisitions shall be submitted to the building principal, along with a written request, in the case of educational materials.

The board Secretary-business manager shall be responsible for issuing purchase order numbers. Only those purchases approved by the building principal or 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.

Legal Reference: Iowa Code §279.8 (1993).

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

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 board secretary. Goods and services which do not meet the requirements specified in the purchase order will not be paid or accepted.

If goods are delivered to and received by someone other than the board secretary, it shall be the responsibility of that person to inform the board secretary, 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 (1993).

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

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

PAYMENT FOR GOODS AND SERVICES

The board authorizes the issue of payment of claims against the school district for goods and services. The board will allow the payment after the goods and services have been received and accepted in compliance with board policy.

In addition, the secretary, upon approval of the board president, may issue warrants for verified bills when the board of directors is not in session in payment of reasonable and necessary expenditures. The board will approve payment for these bills at the next regular board meeting. Prior to payment of these claims and other claims and prior to audit and approval by the board, the board secretary shall examine the claims.

The board secretary shall determine to the board secretary's satisfaction that the claims presented to the committee and to the board are in order and are legitimate expenses of the school district. It shall be the responsibility of the board secretary to bring claims to the board.

It shall be the responsibility of the superintendent to develop the administrative regulations regarding this policy.

Legal Reference: Love v. City of Des Moines, 210 Iowa 90, 230 N.W. 373 (1930).
Iowa Code §§ 279.8, .29, .30, .36; 291.12; 721.2(5) (2005).
281 I.A.C. 12.3(1).
1980 Op. Att'y. Gen. 102, 160, 720.
1976 Op. Att'y Gen. 69.
1972 Op. Att'y. Gen. 320, 180, 392, 456, 651.
1936 Op. Att'y. Gen. 375

Cross Reference: Purchasing – Bidding
Requisitions and Purchase Orders
Receiving Goods and Services

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

UNPAID WARRANTS

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/business manager to issue anticipatory warrants when authorized.

Legal Reference: Iowa Code §§74, 74A (1993).
281 Iowa Admin. Code 11.3(1).
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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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 \$250.

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

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 705 Expenditures

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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/business manager to issue payroll to school district personnel in compliance with this policy.

Any requirements in the master contract between school district personnel and the board shall be followed regarding payroll periods for school district personnel which are a part of the collective bargaining unit.

Legal Reference: Iowa Code §20.9 (1993)

Cross Reference: 706.2 Payroll Deductions

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 Employee' Retirement System.

School district personnel may elect to have payments withheld for professional dues, 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.

The requirements stated in Article V of the master contract between employees in a certified collective bargaining unit and the board regarding dues deductions of such employees shall be followed.

Legal Reference: Iowa Code §§294.8, .9, .15, .16, chap. 422 (1993).

Cross Reference: 706.1 Payroll Procedures

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SECRETARY-TREASURER'S REPORTS

The board secretary/business manager 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.

At the annual meeting, the board secretary/business manager 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 board secretary/business manager to submit this report to the board annually.

Legal Reference: Iowa Code §§279.8, 291.7 (1993).

Cross Reference: 707 Fiscal Reports
206.3 Board of Directors' Secretary/Business Manager

Approved _____ Reviewed 09-15-08 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/business manager to publish these reports in a timely manner.

Legal Reference: Iowa Code §279.35 - .36 (1993).
1952 Op. Att’y. Gen. 133.

Cross Reference: 206.3 Secretary/Business Manager
707.1 Secretary-Treasurer’s Reports

Approved _____ Reviewed 09-15-08 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 financing affairs of the school district. The administration shall cooperate with the auditors.

It shall be the responsibility of the superintendent to utilize procedures, including a request for proposals, to solicit proposals from auditing agencies and to provide information to the board regarding auditing agencies to enable the board to select an auditing agency.

Legal References: Iowa Code §11.6 (1993).

Cross References: 701 Financial Accounting System
707 Fiscal Reports

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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/business manager to file this report with the board.

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 710 Insurance

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

INTERNAL CONTROLS PROCEDURES

Fraud, financial improprieties, or irregularities include, but are not limited to:

- Forgery or unauthorized alteration of any document or account belonging to the district.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in the handling of money or reporting of financial transactions.
- Profiteering because of "insider" information of district information or activities.
- Disclosing confidential and/or proprietary information to outside parties.
- Accepting or seeking anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the district.
- Destroying, removing, or inappropriately using district records, furniture, fixtures, or equipment.
- Failing to provide financial records to authorized state or local entities.
- Failure to cooperate fully with any financial auditors, investigators or law enforcement.
- Any other dishonest or fraudulent act involving district monies or resources.

The superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the superintendent or board vice-president if the investigation centers on the superintendent, shall issue a report to the board and appropriate personnel. The final disposition of the matter and any decision to file or not file a criminal complaint or to refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with district legal counsel. The results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know until the results are made public.

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 board secretary/business manager to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved, according to the schedule below:

- | | |
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| • Secretary's financial records | Permanently |
| • Business Manager'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 |
| • Canceled warrants, check stubs, bank statements, bills Related records, invoices, and | 5 years |
| • Recordings of closed meetings | 1 year |
| • Recordings of Open Meetings | 3 months |
| • 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.

An inventory of the furniture, equipment, and other non-consumable items other than real property of the school district shall be conducted annually under the supervision of the superintendent. This report shall be filed with the board secretary.

A perpetual inventory shall be maintained on consumable property of the school district.

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

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 principal 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 board secretary.

The board secretary/business manager shall, after microfilming the board's records, destroy, by burning or shredding, paper records that have been in the board secretary's custody for three years. A properly authenticated reproduction of a microfilmed 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 (1993).
281 Iowa Admin. Code 11.3(10), .3(11).
281 Iowa Admin. Code 12.3(6).
1982 Op. Att'y Gen. 3.
1980 Op. Att'y. Gen. 166, 667

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

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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/business manager for processing.

Legal References: Iowa Code §279.8 (1993).

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

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 and dishonesty. The board will purchase insurance for the replacement values, when possible, after reviewing the costs and availability of such insurance. The comprehensive insurance program shall be reviewed once every three (3) years.

The district will assume the risk of property damage, legal liability, and dishonesty in case in which the exposure is so small or dispersed that a loss would not significantly affect the operation of the educational program or financial position.

Insurance of buildings, structures, or property in the open will not be purchased to cover loss exposures below \$1000 unless such insurance is required by statute or contract. The board may also purchase this coverage when such coverage is desirable in the judgment of the board.

The board may retain a private appraisal agency for inventory and appraisal value services. An itemized statement of the appraised value of all school district owned facilities shall be kept. This statement shall be updated at least once every five (5) years.

Insurance will only be purchased through legally licensed Iowa insurance agents or brokers maintaining offices in the school district community when possible.

Administration of the insurance program shall be the responsibility of the superintendent. The board secretary-business manager shall also be responsible for placing insurance coverage, maintaining property appraisals and inventories, processing claims, maintaining loss records, and supervising loss prevention activities.

It shall be the responsibility of the superintendent to recommend, when necessary, the use of a private appraisal agency and to make recommendations to the board for the purchase of insurance coverage.

Legal Reference: Iowa Code §§85.2, 279.12, .28, 285.5(6), .10(6), 269.7, 517A.1, 613 A.7 (1993).
1972 Op. Att’y. Gen. 676.

Cross Reference: 205 Board of Directors Member Security and Protection
707.5 Insurance Report

Approved _____ Reviewed 09-15-08 Revised _____

SCHOOL FOOD PROGRAM

The school district will operate a school lunch program in each attendance center. The school food program service 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 "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 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 and head cook for the proper functioning of the food program.

Legal Reference: 42 U.S.C.S. §§1751 – 1785.
Iowa Code §283A (1993).
281 Iowa Admin. Code 58.

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

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

FREE OR REDUCED COST MEALS ELIGIBILITY

Students enrolled and attending school in the school district, who are unable to afford the cost or 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 the administration office and food service personnel to determine if a student qualifies for free or reduced cost school food services. Students, who 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 (1993).
281 Iowa Admin. Code 58.

Cross Reference: 711 School Food Service

Revised 09-15-08

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 be made during the school day except during lunch.

Legal Reference: 42 U.S.C.S. 1751 – 1785.
Iowa Code §283A (1993).
281 Iowa Admin. Code 58.

Cross Reference: 504.6 Student Fund Raising
711 School Food Service

Revised 09-15-08

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 a monthly basis.

Legal Reference: 42 U.S.C.S. 1751 – 1785.
Iowa Code §283A (1993).
281 Iowa Admin. Code 58.

Cross Reference: 504.6 Student Fund Raising
711 School Food Service

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

STUDENT SCHOOL TRANSPORTATION ELIGIBILITY

Elementary and middle school students who live more than (2) miles and high school students who live more than three (3) miles from their designated school attendance center shall receive transportation to and from their attendance center at the expense of the school district.

Enrolled students requiring special education shall meet the distance requirements stated above for transportation to and from their designated attendance center at the expense of the school district. Required specialized transportation or other required transportation in the student's individual education plan, other than to and from the child's home, and transportation to and from a special education instructional program shall be borne by the special educational program. Required unique transportation according to the student's individualized education plan to and from the student's home to the special educational program shall be the expense of the school district whether provided by the school district or by the parent at the request of the school district.

Parents of students who live where transportation by bus is impractical or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. The board may require the parent to transport their children up to two (2~~0~~) 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, who transport their children at the expense of the school district, shall be reimbursed at the rate per mile set by the state.

A student may be required at the board's discretion to meet a school bus vehicle without reimbursement up to three-fourths (3/4) of a mile.

Transportation arrangements made between 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. §§14 et seq.
34 C.F.R. 300 et seq.
Iowa Code §§281.4, 285, 321 (1993).
281 Iowa Admin. Code 41.8, 43.

Cross Reference: 603.3 Special Education
712 Transportation

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 three (3) 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 (1993).

Cross Reference: 503 Student Discipline

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 transportation.

Students, who are provided school-sponsored transportation for extracurricular events, shall ride both to and from the event in the school vehicle. A student's parent(s) or guardian(s) may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on school-sponsored transportation.

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 budget 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 §§281.4, 285.1-4, 321 (1993).
281 Iowa Admin. Code 41.8, 43.

Cross Reference: 603.3 Special Education
712 Transportation

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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) (1993).
281 Iowa Admin. Code 43.30-.31, 43.41.

Cross Reference: 712 Transportation

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SCHOOL VEHICLE ROUTES

The transportation director, subject to board approval, shall determine the school bus routes for the school district. 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 or superintendent. 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) (1993).
281 Iowa Admin. Code 43.1.

Cross Reference: 712 Transportation

Revised 09-15-08

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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.

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 or superintendent.

Legal Reference: Iowa Code §285.10 (1993).
281 Iowa Admin. Code 43.10

Cross Reference: 712 Transportation

Revised 09-15-08

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 (1993).
281 Iowa Admin. Code 43.10.

Cross Reference: 603.2 Summer School Instruction
712 Transportation

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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. 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-business manager 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.

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 (1993).

Cross Reference 712 Transportation

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

TRANSPORTATION OF NONSCHOOL GROUPS

School district vehicles shall be used for transporting students and others to school-sponsored events. The board may 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 application for, use of, and payment for using the school district transportation vehicles.

Legal References: Iowa Code §285.1(21) (1993).

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

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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.

Certified 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 (1993).
281 Iowa Admin. Code 43.40.

Cross References: 503 Student Discipline

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 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 canceled 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 decision when to begin operating. When school is canceled 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 _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

DISTRICT VEHICLE IDLING

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

Legal References: Iowa Code §279.8 (2007).

Cross References: 403 Employee Health and Well-Being
507 Student Health and Well-Being
712 Transportation

Approved 06-05-2007

Approved _____ Reviewed 09-15-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS