

8000 SERIES
NONINSTRUCTIONAL OPERATIONS
TABLE OF CONTENTS

8000	Goals
8100	Transportation
8100F	Application for Bus Transportation Forms
8101	In-Town Busing
8102	Contracting for Transportation Services
8110	Bus Routes and Schedules
8111	Transportation of Students with Disabilities
8121	District-Owned Vehicles
8123	Driver Training and Responsibility
8124	Student Conduct on Buses
8125	Emergencies
8132	Activity Trips
8200	Local School Wellness
8200-1	Healthy Lifestyles
8210	District Nutrition Committee
8220	Food Services
8230	Nutrition Standards
8235	Water Consumption
8240	School Meals
8250	Sales
8260	Vending Machines
8270	Teacher-to Student Incentive
8300	Risk Management
8301	District Safety
8302	Inspection of School Facilities / Emergency Evacuation Plan
8320	Property Damage
8410	Records Management
8421	Computer Software
8605	Retention of District Records

Goals

In order for students to obtain the maximum benefits from their educational program, a complex set of support services must be provided by the District. These services are essential to the success of the District, and the staff that provides them is an integral part of the educational enterprise. Because resources are always scarce, all assets of District operations, including non-instructional support services, shall be carefully managed in order to obtain maximum efficiency and economy. To that end, the goal of the District is to seek new ways of supporting the instructional program that shall maximize the resources directly available for students' learning programs.

Policy History:

Adopted on: June 17, 2004

Revised on:

Transportation

The Board's primary concerns in providing transportation services to students are the safety and protection of the health of students.

The District shall provide transportation to and from school for a student who:

1. Resides at least one and one-half (1-½) miles from the nearest appropriate school (determined by the nearest and best route from the junction of the driveway of the student's home and the nearest public road to the nearest door of the school the student attends or to a bus stop, whichever the case may be); or
2. Is a student with a disability, whose IEP identifies transportation as a related service; or
3. In the judgment of the Board, has another compelling and legally sufficient reason to receive transportation services, including the age, health or safety of the student.

Although the District will not transport students between child care facilities, if a student attends one of the following, transportation may be provided:

1. Day care center
2. Family day care home; or
3. A group day care facility

The type of transportation provided by the District may be by a school bus or van, agreement for use of a charter bus, agreement with individuals, firms, corporations or private carriers, or by making payments to parents/guardians for individually transporting the pupil. The Board may pay board and room reimbursements to a parent when a pupil resides within a non-transportation area (an area of a school district designated by the Board as impracticable, by reason of sparsity of students, remoteness or conditions of roads) but is otherwise eligible for transportation and cannot be transported in any authorized manner. The Board may authorize children attending nonpublic schools to ride a school bus provided that space is available, when practical and when the full costs of such transportation is recovered.

Legal Reference: I.C. § 33-1501 Transportation authorized
I.C. § 33-1503 Payments when
transportation not furnished
IDAPA 08.02.03.109 Special Education

Policy History:

Adopted on: June 17, 2004

Revised on:

Swan Valley School District #92

PO Box 220
Irwin, ID 83428
208-483-2405

Application for Bus Service for Students (check one)

State Highway County Road Private Road Subdivision Road

Applicant's Name: _____

Address: _____

Number of Students: _____

Description of intended pick-up area:

Maintenance of road is provided by:

County Road & Bridge Department

Private Contractor

Other: (Please describe)

Is the intended pick up area within 1½ miles of the school? Yes No

Please list any special needs that your student may have which are covered by the American Disabilities Act (if applicable):

Does the roadway meet all County standards? Yes No

Will a bus turn-around be required? * Yes No

*if applicable, a cul-de-sac turn-a-round with 120 foot diameter must be in place and approved by the District's transportation supervisor.

Applications will be reviewed and decisions made by the School Board in their regular monthly meetings.

Signature of applicant

date

For School Board Information Only:

Additional distance required _____

Additional time required _____

Approved: _____

Denied: _____

In-Town Busing

In-town busing will be defined as busing of students within one and one-half (1-½) miles from their school. In- town busing is a privilege that the District can discontinue at any time. The Superintendent shall establish guidelines under which a student may request bus service within one and one-half (1-½) miles from school.

Policy History:

Adopted on: June 17, 2004

Revised on:

Contracting for Transportation Services

If the Board enters into a contract for transportation services, the contractor shall operate such equipment according to District policy and the rules and regulations of the State Board of Education. All contracts for the transportation of students shall be in writing in a form approved by the Superintendent of Public Instruction. The contract shall be in effect for not more than five (5) years. Prior to entering into a contract for transportation services, the District must advertise and bid for such services. The contract shall be awarded to the lowest responsible bidder. In determining what bid is the lowest responsible bidder, in addition to other enumerated specifications, the District will not only take into consideration the amount of the bid, the District will also consider the skill, ability and integrity of a contract to do faithful and conscientious work and promptly fulfill the contract according to the letter and spirit. References may be contacted.

A copy of the contract for transportation services will be filed with the Supervisor of Pupil Transportation in the Department of Education

Legal Reference:

I.C. § 33-1501 Transportation authorized
I.C. § 33-1510 Contracts for
transportation service
IDAPA 08.02.02.190.05 Contract for
Transportation Services

Policy History:

Adopted on: June 17, 2004

Revised on:

Bus Routes, Stops and Non-Transportation Zones

Subject to the conditions set forth herein, on or before the regular August board meeting each year, the Board will determine, with the assistance and recommendation of the Superintendent, bus routes, bus stops and non-transportation zones (areas within the boundaries of the District which are impracticable, by reason of sparsity of students, remoteness, or road conditions).

When changes in the conditions of roads or the number of pupils being transported changes, the Board may, at any time, alter bus routes or non-transportation zones. In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. A school bus route shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turn-around points, capacity of bus, and other related factors.
2. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
3. Parents should be referred to the Superintendent for any request of change in routes, stops, or schedules.

Non-Transportation Zones Include:

1. South of the Snake River and East of the Snake River Bridge, along Forest Road 58 (the River Road).
2. East of the Palisades Reservoir Dam, along Highway 26 to the Wyoming State Line.

Bus Stops

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. Bus stops shall be chosen with safety in mind and protection of the health of the student.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones.

Delay in Schedule. The driver is to notify the administration of a delay in schedule. The administration will notify parents on routes and radio stations, if necessary.

Responsibilities - Pupils

Pupils must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Pupils should instantly obey any command or suggestions from the driver and/or his/her assistants.

A pupil may be denied transportation upon a showing of good cause. The reason for the denial of transportation services shall be provided to the parent(s)/guardian(s) in writing.

Responsibilities - Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts toward making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare children for weather conditions.
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.

Safety

The Superintendent shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses.

If the bus and driver are present, the driver is responsible for the safety of his/her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark at other than his/her assigned stop unless so authorized by the Superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver.

Incllement Weather

The Board recognizes the unpredictability and resulting dangers associated with the weather in Idaho. To achieve the maximum safety for children and efficiency of operation, the Superintendent is empowered to make decisions as to the emergency

operation of buses, the cancellation of bus routes and the closing of school in accordance with his/her best judgment.

School may be closed for the following emergencies:

1. Inclement weather-when one or more of the following conditions exist:
 - a. The temperature as read by a duly appointed representative of the school board reads -20 degrees F. or lower at 6 a.m.
 - b. Weather conditions make roads impassable or dangerous for school bus operation.
 - c. Other weather-related emergencies as deemed appropriate by school administration after consulting with school board members.
2. Physical Plant Malfunction: when any building system (i.e. plumbing or heating) necessary to the efficient operation of classes breaks down or is otherwise inoperable.
3. Health and Hygiene Considerations: When conditions exist in the school building or with the staff that would be hazardous to the health of the students (i.e. flu epidemic or toxic spills).
4. Other natural and/or man-made emergencies that would prohibit normal operation of the school as deemed necessary by the administration after consulting with the school board.

The Board may develop guidelines in cooperation with the Superintendent to assist him/her in making such decisions.

Legal Reference: I.C. § 33-1501 Transportation authorized
I.C. § 33-1502 Bus routes – Non-transportation zones

Policy History:

Adopted on: June 17, 2004

Revised on: February 16, 2009

Transportation of Students with Disabilities

Transportation shall be provided as a related service when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement. Transportation is defined as:

- (a) Travel to and from school and between schools;
- (b) Travel in and around school buildings or to those activities which are a regular part of the student's instructional program;
- (c) Specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities.

The Child Study Team who develops the disabled student's Individualized Education Program will determine on an individual basis when a student with a disability requires this related service. Such recommendations must be specified on the student's IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the District have access to the District's regular transportation system under policies and procedures applicable to all students of the District. Utilizing the District's regular transportation service shall be viewed as a "least restrictive environment."

Mode of Transportation

One of the District's special education buses will be the preferred mode of transportation. Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space or distance from school may seriously impact bus scheduling. In such situations, other arrangements such as an individual transportation contract may be arranged with the parents. Such voluntary agreement shall stipulate in writing the terms of reimbursement.

Cross Reference:	3300 Corrective Actions and Punishment
Legal Reference:	20 U.S.C. § 1400 et seq. Individuals with Disabilities in Education Act (IDEA) IDAPA 08.02.03.109 Special Education Idaho Special Education Manual

Policy History:

Adopted on: June 17, 2004

Revised on:

District-Owned Vehicles

The District owns and maintains certain vehicles. Included among them are pickups, school buses and cars. These are for use by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

Bus and Vehicle Maintenance, District Buses used in the District's transportation program shall be in safe and legal operating condition.

All buses shall conform to standards of construction prescribed by the state board of education and inspections as required by law. The Superintendent shall establish a specific list of tasks that bus drivers shall perform on a daily basis. All other District vehicles shall be maintained following established programs as developed by the Superintendent.

Legal Reference: I.C. § 33-1506 Inspection of school buses
IDAPA 08.02.02.159 Transportation
IDAPA 08.02.02.160 Maintenance
Standards and Inspections

Policy History:

Adopted on: June 17, 2004

Revised on:

Driver Training and Responsibility

Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. The District shall, at the beginning of each school year, provide each driver with a copy of the District's written rules for bus drivers and for student conduct on buses.

Each bus driver shall meet the qualifications established by the state department of education, including, but not limited to the following:

1. Over the age of 18 years of age;
2. Be of good moral character;
3. Not be addicted to the use of intoxicants or narcotics
4. Possess a valid and appropriate commercial driver's license and other endorsements required by law;
5. Possess a school bus driver's permit issued by the Board; and
6. Be medically qualified under the physical examination standards of the federal motor carrier safety regulations.

When a teacher, coach or other certified staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his/her charge.

The bus driver shall have final authority and responsibility for the bus. The Superintendent shall establish written procedures for bus drivers.

Legal Reference: I.C. § 33-1509 School Bus Drivers – Definition – Qualification – Duties
IDAPA 08.02.02.170 School Bus Drivers and Vehicle Operation

Policy History:

Adopted on: June 17, 2004

Revised on:

Student Conduct on Buses

The Superintendent shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval.

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the District office and in each building principal's office.

The bus driver shall be responsible for enforcing the rules, and shall work closely with the parent and building principal to modify a student's behavior. The rules shall include consistent consequences for student misbehavior.

Recommendations for permanent termination of bus privileges will be referred to the Superintendent for final determination. The termination may be appealed to the Board. No further appeal shall be allowed.

A recommendation to terminate bus privileges shall be accompanied by a written record of the incident(s) that led to the recommendation. Said written record shall be provided to the parent/guardian of the student whose bus privileges are being revoked.

Cross Reference: 3310 Student Discipline
8111 Transportation of Students with
Disabilities
Legal Reference: I.C. § 33-1501 Transportation authorized
I.C. § 33-205 Denial of school attendance

Policy History:
Adopted on: June 17, 2004
Revised on:

Emergencies

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures developed by the Superintendent. A copy of the emergency procedures shall be located in each bus. To ensure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six (6) weeks of each school semester.

The District shall conduct such other drills and procedures as may be necessary.

Policy History:

Adopted on: June 17, 2004

Revised on:

Activity Trips

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups unless permission is specifically granted by the Board. On all activity runs, buses will be operated by a qualified bus driver, and only authorized activity participants, professional staff and chaperones assigned by the administration may ride the bus.

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus and one (1) copy will be given to the Activities Director before the bus departs.

All buses used to transport students on activity trips shall be in safe mechanical and good working condition.

Legal Reference:

IDAPA 08.02.02.190 Program
Operations

Policy History:

Adopted on: June 17, 2004

Revised on:

Local School Wellness

It is the goal of the Swan Valley School District to strive to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. The Swan Valley School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

Healthy eating is demonstrably linked to reduced risk of mortality and development of many chronic diseases as adults.

The Board directs the Superintendent to inform and update the public, including parents, students, and others in the community, about the content and implementation of the wellness policy. Such information may be provided on the District website, through dissemination of student handbooks, or in any other manner the Superintendent may deem appropriate.

Definition

For the purposes of this policy the school day is defined as midnight before to thirty (30) minutes after the end of the instructional school day.

Goals for Wellness Promotion

To ensure the health and well-being of all students, it is the policy of the District to:

1. Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices;
2. Ensure that foods sold at school during the school day meet or exceed the nutritional standards required by National School Lunch Program, the National School Breakfast Program, and the Smart Snacks in Schools standards. Exceptions can be made for infrequent food sales fundraisers that occur no more than the number of times determined appropriate by the Idaho State Department of Education during the school year and are not held during school meal times;
3. Ensure that non-exempt fundraising food sales will not occur on school grounds during the school day. The District operates under United States Department of

Agriculture (USDA) program regulations of the National School Lunch Program, National School Breakfast Program, and the Smart Snacks in Schools standards. (Note: There are many healthy fundraising options available to schools including selling books, fresh produce, school spirit merchandise, or other non-food items

during the school day. Fundraising activities that take place outside of school, such as frozen pizza sales, are exempt from the nutrition standards.);

4. Schools should limit celebrations that involve food during the school day to no more than one party per class per month. It is recommendation that each party include no more than one food or beverage that does not meet nutrition standards for Smart Snacks in Schools. The District will disseminate a list of healthy party ideas to parents and teachers.

[Note: The USDA has no role in regulating foods brought from home. The Smart Snacks in Schools standards only affect foods that are sold on school grounds during the school day. Time honored traditions like treats for birthdays, or foods at an afterschool sporting event, are not subject to those standards.];

5. Support and promote dietary habits contributing to students' health and academic performance. All foods available on school grounds and at school-sponsored activities during the school day should meet or exceed the Smart Snacks in Schools nutrition standards. Wholesome foods produced in Idaho should be available and actively promoted in a healthy school environment. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration of variety, appeal, taste, safety, and packaging to ensure high quality meals.
6. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors including good nutrition and regular physical activity;
7. Coordinate school food service with the healthy lifestyles policy to reinforce messages about healthy eating and to ensure that foods offered promote good nutrition and contribute to the development of lifelong, healthy eating habits;
8. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health, and food services;
9. Provide District staff with adequate pre-service and ongoing in-service training that focuses on strategies for behavioral change; and
10. Involve family members and the community in supporting and reinforcing nutrition education and the promotion of healthy eating and lifestyles.

Nutrition Standards

To promote student health and reduce childhood obesity, the District requires all schools within the District to comply with the nutrition standards established by the USDA with respect to all food that is available on school grounds during the school day.

Community Participation

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public are all permitted to participate in the development, implementation, and periodic review of this policy.

The Superintendent shall periodically measure and make available to the public an assessment on the implementation of this policy including:

1. The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
2. The extent to which the District's wellness policy compares to model local school wellness policies; and
3. A description of the progress made in attaining the goals of the wellness policy.

Methods of providing this information to the public may include developing or disseminating printed or electronic materials to families of school children and other members of the school community at the beginning of the school year, or posting the local wellness policies and an assessment of their implementation on the District or school website.

Record Retention

The District shall retain the following records relating to the wellness policy:

1. The written local school wellness policy;
2. Documentation demonstrating the community was involved in the development, implementation, and periodic review of the wellness policy;
3. Documentation of the assessment of the wellness policy; and
4. Documentation to demonstrate the public was notified annually as required by this policy.

Monitoring Compliance

The Superintendent shall designate one or more District officials or school officials to ensure that each school complies with this policy.

Cross-Reference:

2310 Nutrition Education
2315 Physical Activity Opportunities and Education
8230 District Nutrition Standards

Legal Reference:

Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004
42 USC § 1758b, Section 204 Healthy and Hunger-Free Kids Act of 2010
42 USC § 1771 et seq. Child Nutrition Act of 1966
42 USC § 1751 et seq. National School Lunch Act
7 CFR Parts 210 Nutrition School Lunch and School Breakfast Programs: Final Rule
7 CFR § 210.30 Local School Wellness Policy
Smart Snacks in School Regulations by the United States Department of Agriculture

Other Reference:

Idaho Wellness Policy Progress Report, Idaho State Department of Education
Implementation and Monitoring Plan, Idaho State Department of Education
Wellness Policy Guidelines—Elements of Implementation for Final Rule, Idaho State
Department of Education
<http://www.sde.idaho.gov/site/cnp/nslp/smartSnacks.htm>

Policy History:

Adopted on: June 17, 2004
Revised on: November 14, 2017

Healthy Lifestyles

It is the belief of the Swan Valley School District to strive to make a significant contribution to the general well being, mental and physical capacity and learning ability of each student.

1. All children have access to adequate and healthy food choices on scheduled school days at reasonable prices.
2. The District operates under program regulations of the National school lunch, and the National School Breakfast.
3. Foods should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals.
4. A wellness committee made up of administrator, board members, parent, student, teacher, and Food Service Director will meet annually to review nutrition policy.
5. The nutrition policy will be available on the district website.
6. The District administrator will be responsible for compliance of this policy.

Legal Reference: Sec, 204, Child Nutrition and WIC Reauthorization Act of 2004

Policy History:

Adopted on: January 10, 2006

Revised on:

District Nutrition Committee

With the purposes of monitoring the implementation of the District's wellness policies, evaluating policy progress, serving as a resource to school sites, and revising the policies as necessary, a District-wide nutrition committee is hereby established to develop, implement, monitor, and review District-wide nutrition and physical activity policies. The Board specifically acknowledges that community participation is essential to the development and implementation of successful school wellness policies.

Following initial development, the committee will meet a minimum of 3 times annually for continued assessment.

A committee membership of at least three (3) will consist of:

1. A Board Member;
 2. The District food service coordinator;
 3. A school health professional, such as a dietician or school nurse;
 4. A parent representative from each school level;
 5. A student representative from each school level;
 6. A member of the general public;
 7. A staff member representative from each school level;
 8. An administrative representative as committee co-chair; and
 9. The physical education and health program leader as committee co-chair.
- *If there is no dietitian, the school might consider negotiation with the local hospital or health district to secure the services of an outpatient dietitian. The dietitian could serve as an integral member of the school health advisory team and work collaboratively with the school nurse to screen and assess students' nutritional status and provide counseling, referral, and follow-up services.*

Development

To help with the initial development of the District's wellness policies, each school in the District will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the District level to identify and prioritize needs.

Monitoring

The Superintendent or designee will ensure compliance with established District-wide nutrition and physical activity wellness policies. The Superintendent or designee will ensure compliance with those policies and will report on the school's compliance with the District Superintendent or designee.

School food service staff, at the school or District level, will also ensure compliance with nutrition policies within school food service areas and will report on this matter to the Superintendent or Building Principal.

The Superintendent or designee will develop a summary report every two years on Districtwide compliance with the District's established nutrition and physical activity wellness policies based on input from schools within the District. That report will be provided to the school board and may also be distributed to the school nutrition committee, parent/teacher organizations, school staff, and community health services personnel as appropriate.

Legal Reference: Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004 42 USC § 1758b, Section 204 Healthy and Hunger-Free Kids Act of 2010 42 USC § 1771 et seq. Child Nutrition Act of 1966 42 USC § 1751 et seq. National School Lunch Act

Other References: Idaho Wellness Policy Progress Report, Idaho State Department of Education Implementation and Monitoring Plan, Idaho State Department of Education Wellness Policy Guidelines—Elements of Implementation for Final Rule, Idaho State Department of Education

Policy History:

Adopted on: April 11, 2017

Revised on:

Food Services

The District supports the philosophy of the National School Lunch and Breakfast Programs and shall provide wholesome, appetizing, and nutritious meals for children in the District's schools. Because of potential liability to the District, the foodservices program shall not accept donations of food without the approval of the Board. Should the Board approve a food donation, the Superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met and consult with local public health districts before selling the food as part of the school meals.

Community Involvement

The District shall promote activities to involve students and parents in the school lunch and breakfast programs. Such activities may include teaching students about good nutrition practices and involving the school faculty and the general community in activities to enhance the program.

To the maximum extent practical, the District shall inform families about the availability of breakfast for students. Information shall be distributed just prior to or at the beginning of the school year. Additional reminders may be sent throughout the school year and/or posted to the District's website.

United States Department of Agriculture (USDA) Foods

The District shall use USDA foods made available under the Federal Food Distribution Program for school meals.

Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school meal programs. As part of the District's responsibility to operate a food service program, continuing professional development opportunities may be provided to select District nutrition professionals. These development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility. The District may work with the School Nutrition Association for such professional development offerings.

Free and Reduced-Price Food Services

The District shall provide free and reduced-price meals to students according to the terms of the National School Lunch Program (NSLP) and the National School Breakfast Program (SBP). The District shall inform parents of the eligibility standards for free or reduced-price meals. Identity of students receiving free or reduced-price meals will be confidential in accordance with the guidelines for the NSLP and SBP. A parent has the right to appeal any decision with respect to his or her application for free or reduced-price food services to a designated hearing official.

Every effort is to be made to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the availability of school meals to all students will be promoted and electronic identification of students and payment systems utilized where feasible.

Charging of Meals

It is the expectation of the school district that students pre-pay or pay at the time of service for school meals. Families can find assistance with applying for free or reduced priced school meals from the Food Service Director.

Students in grades PreK-8 will be allowed to charge breakfast and/or lunch for up to one (1) week. A student who charges a meal will receive a full meal **during that first week**. Parents will be notified in writing and/or by phone of charges. After one week of charging, parents will be provided a repayment plan that enables them to pay back **fees** for their children's meals in small increments. If payment or a repayment plan has not commenced at the end of a second week grace period, an alternate meal substitute instead of a full meal will be provided to **the** student.

Since the school district's general fund would be required to cover the charges not reimbursed by the parents, it is imperative that parents abide by the guidelines and not extend lunch charges past the one (1) week period.

This policy will be available to all families via the district website, school newsletters, and the student handbook which is available online.

Summer Food Service Program

If more than fifty percent (50%) of a school's students are eligible for free or reduced-price school meals, that school may sponsor the Summer Food Service Program.

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act
7 CFR Parts 210.12 Student, Parent, and Community

Involvement

Policy History:

Adopted on: February 11, 2015

Revised on: April 11, 2017

Nutrition Standards

The District shall provide school meals, which meet or exceed the nutritional standards required by United States Department of Agriculture (USDA) program regulations of the National School Lunch Program (NSLP) and the National School Breakfast Program (SBP). Additionally, the District shall comply with requirements of the Healthy and Hunger Free Kids Act of 2010 and the Smart Snacks in Schools standards with regard to the nutritional content of all food sold or provided by the school, including school meals, a la carte items, foods sold from vending machines, and foods sold for fundraisers. The District strongly encourages the sale or distribution of nutrient dense, Smart Snack compliant, foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the federal nutrition standards cited above for the sale of foods and beverages on school grounds.

The standards focus on reducing sugar, sodium, and high-fat foods and increasing healthy food items like whole grains, fruits, and vegetables.

Calorie Range: Schools shall ensure the meals offered to children comply with USDA calorie levels.

Trans Fat: Schools shall eliminate foods containing trans-fat on the nutrition label.

Whole Grains: All grain offerings shall be whole grain rich.

Fruits and Vegetables: Schools shall offer, at a minimum, one fruit on all points of service for breakfast. Schools shall offer at least one fruit and one non-fried vegetable at all points of lunch service each day. Schools shall offer a variety of fresh fruits and vegetables when possible.

Milk: Schools shall offer fat-free and low-fat unflavored milk at all points of service. Flavored milk offerings must be skim milk.

Water: Schools shall make water available to students during meal service.

Legumes: Schools shall offer legumes (dry beans and peas) at least one time per week.

Sodium: Schools shall limit sodium to meet NSLP and SBP standards.

Condiments: Schools shall not have saltshakers or packets available. Schools shall not have sugar dispensers or packets available. Schools shall accurately reflect condiment

usage in nutrient analysis and on production records. Schools are encouraged to use low-fat condiments and/or control portions of high-fat condiments.

Cross Reference:

2305 Nutrition Services

8250 Guidelines for Food and Beverages Sales

Legal Reference:

- 42 U.S.C. 1751 et seq. National School Lunch Act

- 7 CFR Parts 210 Nutrition School Lunch and School Breakfast Programs: Final Rule

- Smart Snacks in School Regulations by the United States Department of Agriculture

- Smart Snacks in School Policy by the Idaho State Department of Education—Child Nutrition Programs

Other Reference:

<http://www.sde.idaho.gov/site/cnp/nslp/smartSnacks.htm>Policy

History:

Adopted on: January 10, 2006

Revised on: November 14, 2017

NONINSTRUCTIONAL OPERATIONS

Water Consumption/Water Bottle Policy

The Board of Trustees recognizes the importance of water consumption and encourages increased consumption of water throughout the day. Staff members should be particularly sensitive to student needs for water during periods of hot weather. Students shall be allowed to carry water bottles during the school day using the water bottle policy shown below. Teachers may need to call for extra water breaks too. Even during periods of moderate temperature, staff members should remind students of the value of consuming water.

In addition, water sales should be a significant option through school vending and concession services. Water should be available during mealtimes at no cost, at least through water fountains.

Water Bottle Policy

When students bring water bottles for use during school:

1. Water bottles must be clear and have secure caps;
2. Students may not share water bottles;
3. Empty bottles should, on a regular basis, be recycled (if appropriate), discarded, or taken home for sanitized reuse;
4. Students misusing water bottles will be subject to disciplinary actions;
5. Teachers have discretion in determining classroom use;
6. Water bottles may not be used in computer labs, science labs, or the library; and
7. Water bottles may not be re-filled during classroom instruction.

Policy History:

Adopted on: November 14, 2017

School Meals

This policy supports the mission of the District, including providing an environment that cultivates maximum student potential. Nutrition influences a child's development, health, well-being, and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

National School Lunch Program and the National School Breakfast Program

1. The full meal program will follow United States Department of Agriculture (USDA)'s National School Lunch Program (NSLP) and the National School Breakfast Program (SBP) Nutrition Standards as well as Smart Snacks in Schools standards, and offer a variety of fruits and vegetables. All of the grains served shall be whole grain;
2. The meals served will be appealing and attractive to children; and
3. NSLP and SBP provider shall follow the Nutrition Standards for these programs when determining the items in a la carte sales.

Breakfast

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

1. To the extent possible, operate the School Breakfast Program;
2. To the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, "grab-and-go" breakfast, or breakfast during morning break or recess;
3. Notify parents and students of the availability of the School Breakfast Program; and
4. Encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Lunchroom Climate

1. A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed; and
2. The Board encourages schools to make the lunchroom environment a place where students have adequate space to eat and pleasant surroundings.

Recommendations

District schools to the greatest extent possible should:

1. provide students with at least ten (10) minutes to eat after sitting down for breakfast and fifteen (15) minutes after sitting down for lunch;
2. schedule meal periods at appropriate times, e.g., lunch should be scheduled between 10:00 AM and 1:00 PM;
3. not schedule tutoring, club or organizational meetings, or activities during mealtimes, unless students may eat during such activities;
4. schedule lunch periods in elementary schools to follow recess periods;
5. provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
6. take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs such as orthodontia or high tooth decay risk.

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act
7 CFR Parts 210 Nutrition School Lunch and School Breakfast
Programs: Final Rule
Smart Snacks in School Regulations by the United States
Department of Agriculture

Policy History:

Adopted on: January 10, 2006

Revised on: January 14, 2015

Competitive Food Services (vending machines, concessions, fund raising, etc.)

The Superintendent shall establish rules for the sale of foods during the school day. To encourage the eating of nutritious lunches, competitive food services shall not be permitted to operate anywhere on school premises during or for the period of one (1) hour before and after the lunch period.

It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines. Any food sales of an occasional nature must have the prior approval of the principal.

Cross Reference: 8250 Guidelines for Food and Beverages Sold individually
 8260 Vending Machines

Policy History:

Adopted on: January 10, 2006

Revised on:

Sales

This policy shall apply to all foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte snack lines, fundraisers, school stores, etc.

The District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available.

Elementary School

The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.

Middle/Junior High School

In middle/junior high school, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, will meet the nutrition standards found in the Smart Snacks in Schools regulations.

Vending Machines

The Board of Trustees has determined that there shall be no installations of vending machines except as approved by the Superintendent. The Superintendent will have the authority to determine whether such machines may be installed, where they will be placed, and during which hours they might be used. Vending machines are operated as a convenience for students, staff, and patrons. All revenue produced from this source shall be deposited in the designated activity fund as approved by the Board. Revenues may be spent only on those purposes for which general revenue may be expended.

All vending sales shall comply with the standards of the Smart Snacks in Schools regulations.

Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks, and water as the primary beverage, and will

meet the standards of the Smart Snacks in Schools regulations. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs,

children's ages, and other considerations. The District will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

Fundraising Activities and Concessions

Any fundraising requires administrative approval.

Any food items sold at the school site during the school day, defined as from midnight until a half-hour after the end of the instructional day, and intended for consumption there must meet the requirements of the Smart Snacks in Schools regulations, except for exempt fundraisers. The number of exempt fundraisers held annually may not exceed the number established by the Idaho State Department of Education unless special permission is granted by the State Department of Education.

Any fundraising activities that involve foods not intended for consumption in schools, such as the sale of cookie dough or frozen pizza outside of school, shall be also be exempt. Other items exempt from competitive food standards include the following:

1. Sugar-free chewing gum;

Foods sold at exempt fundraisers may not be sold in competition with school meals in the food service area during any meal service. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The following recommendations are made to promote healthy choices for children related to fundraising activities supported by the school:

1. Offer only non-food items that raise funds such as books, gift wrap, candles, plants, flowers, school promotional items, etc.; and
2. Whenever food and beverages are sold that raise funds for the school, through fundraisers exempted as outlined above, include at least some healthy food choices.

Organizations operating concessions at school functions should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students. If these food and beverages are consumed on school grounds, during the school day, and are not exempt fundraisers, they must comply with the Smart Snacks in Schools regulations.

Foods and beverages sold at school-sponsored events during the school day, from midnight until a half-hour after the end of the instructional day, and held on school

grounds (such as, but not limited to, athletic events, dances, or performances) will meet the nutrition standards outlined in the Smart Snacks in Schools regulations, unless they are exempt fundraisers as described above. However, the Smart Snacks in Schools standards do not apply to items sold during non-school hours.

Cross Reference: 3420 Student Fund Raising Activities

Legal Reference: Smart Snacks in School Regulations by the United States
Department of Agriculture

Other Reference: <http://www.sde.idaho.gov/site/cnp/nslp/smartSnacks.htm>

Policy History:

Adopted on: February 11, 2015

Revised on:

Vending Machines

The Board of Trustees has determined that there shall be no installations of vending machines except as approved by the superintendent. The superintendent will have the authority to determine whether such machines may be installed, where they will be placed, what items will be dispensed, and during which hours they might be used. Vending machines are operated as a convenience for students, staff and patrons.

Currently, Swan Valley Elementary does not sell snack foods through vending or lunchtime sales. If at any time the school and superintendent decides to offer foods through vending machines or other outlets during the school day, the Smart Snacks in Schools Policy published by the USDA will be followed. The standards from this program are listed and can be found on-line at <http://www.regulations.gov>

This Swan Valley Nutrition Policy can also be found on the Swan Valley website at www.sd92.k12.id.us

Fundraisers

The sale of food items that meet nutrition requirements at fundraisers are not limited in any way under the standards.

The standards do not apply during non-school hours, on weekends and at off-campus fundraising events.

The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. State agencies (Swan Valley School Board and/or superintendent) may determine the frequency with which fundraising activities take place that allow the sale of food and beverage items that do not meet the nutrition standards.

Cross Reference: 7260 Student Activity Funds
 8245 Competitive Food Services

Legal Reference: I.C. § 33-512(4) Governance of Schools
 I.C. § 33-705 Activity funds

Policy History:
Adopted on: January 10, 2006
Revised on:

Teacher-to-Student Incentive:

Teachers are encouraged to consider non-food items as a teacher to student incentive. Should teachers decide to use food items as an incentive, they are encouraged to adhere to the District Nutritional Standards.

Policy History:

Adopted on: January 10, 2006

Revised on:

Risk Management

The Board believes the District must identify and measure risks of loss due to the damage or destruction of District property or to claims against the District by others claiming to have been harmed by the action or inaction of the District, its offices or staff. A risk management program shall be implemented to reduce or eliminate risks where possible, and to determine which risks the District can afford to assume. Such a program shall consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-insuring or joint employment of a risk manager. The trustees shall assign the primary responsibility for the administration and supervision of the risk management program to a single person. The Board shall review the status of the risk management program each year.

The District shall purchase and pay for surety bonds for the Superintendent, Clerk and such other staff and in such amounts as the Board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the District's financial operations.

Cross Reference:

8302 - Inspection of School Facilities
Legal Reference: I.C. § 33-701 Fiscal year
– Payment and accounting of funds
I.C. § 33-1613 Safe public-school facilities
required

Policy History:

Adopted on: June 17, 2004

Revised on:

District Safety

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents shall be posted in Safety and Health Act (OSHA) requirements. Injuries and accidents shall be reported to the District office.

Legal Reference:

Occupational Safety and Health Act

Policy History:

Adopted on: June 17, 2004

Revised on:

Inspection of School Facilities

To ensure the safety and health of children and staff, the District shall, at least once a year subject the facilities of the district to an independent inspection for the purposes of determining whether such facilities comply with safety and health standards and other codes and requirements of Idaho law. The safety inspection will be conducted by a professionally qualified independent inspector or done pursuant to Title 39, Chapter 80, Idaho Code. The safety inspection report shall be provided to the Board of Trustees and to the administrator of the division of building safety for review.

After having the opportunity to review the inspection report, the Board shall identify any unsafe or unhealthy conditions and take the necessary steps to abate such conditions. Should any unsafe and unhealthy conditions remain beyond the school year in which such conditions were reported, the Board shall identify such conditions as not having been abated and take all necessary steps as soon as is practical to abate such conditions.

For purposes of this policy, the term “facilities” means school buildings, administration buildings, playgrounds, athletic fields or any other facilities or property used by schoolchildren or school personnel in the normal course of educational services.

Emergency Evacuation Plan

The District shall ensure the safety and health of students and staff by having in place at all times an Emergency Evacuation Plan. The District will cooperate and coordinate with city, county, and state emergency personnel. The District shall review its emergency evacuation plan annually to determine whether the procedures in place require modification. The Plan will be posted in the District office as well as in every school building in the District. The Plan will be provided to each staff member at the beginning of the school year. In addition, the District will educate parents and patrons in the District by providing periodic information regarding the Plan.

Cross Reference: 8301 District Safety
Legal Reference: I.C. § 33-1613 Safe public-school facilities required
IDAPA 08.02.03.106 Safe environment and discipline

Policy History:
Adopted on: June 17, 2004
Revised on:

Property Damage

The District shall maintain a comprehensive insurance program, which shall provide adequate coverage, as determined by the Board, in the event of loss or damage to school buildings, equipment, or other school property, including motor vehicles.

The comprehensive insurance program shall maximize the District's protection and coverage while minimizing the costs for insurance. This program may include alternatives for sharing the risk between the District and the insurance carrier, and through self-insurance plans.

If, as result of loss on real property, the District receives less than five thousand dollars (\$5,000), such proceeds may be credited to the general fund.

Privately-Owned Property

The District shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or District function unless the use or presence of such property has been specifically requested in writing by the administration.

Legal Reference:

I.C. § 33-701 Fiscal year – Payment and accounting of funds

Policy History:

Adopted on: June 17, 2004

Revised on:

Records Management

A fireproof vault will be provided for the retention of public records, including but not limited to minutes, annual audit reports, etc., and for employment and student records.

The Clerk shall be the custodian of records under the supervision of the Superintendent.

Personnel files and student files are confidential and are to be disclosed only as provided in policy and/or by law. A record of persons examining/copying personnel files or student files, other than administrative staff, shall be kept for each employment file and student file.

All public records will be provided to the public in accordance with the laws of the State of Idaho and District policy.

Legal Reference:

Title 9, Chapter 3, Public Writings

Policy History:

Adopted on: June 17, 2004

Revised on:

Computer Software

The unauthorized copying of any computer software, which is licensed or protected by copyright, is theft. Failure to observe software copyrights and/or license agreements may result in disciplinary action by the District and/or legal action by the copyright owner.

No District-owned computing resources should be used for unauthorized commercial purposes.

Policy History:

Adopted on: June 17, 2004

Revised on: