

### **DISTRICT SERVICES**

**Food Services:** The District shall provide for a food service facility. Food services may include those meals provided through participation in the National School Lunch Program or other special program. The District shall make lunch available to all students and shall provide free and reduced price lunches for students who meet the federal guidelines. Students shall be permitted to bring their lunches from home and to purchase beverages and incidental items at the food service facility. Upon the recommendation of the Superintendent, the Board shall determine whether to provide food services directly or to contract externally for the provision of food services.

**Mail and Delivery Services:** The District shall maintain a mail service for transmission of written communications from within the District and for distribution of written communications received through the United States Postal Service. The use of District mail facilities, services, and personnel shall be limited to those materials and written communications which further the educational purposes of the District and/or those written communications which are authorized or required by policy, regulation, or negotiated agreements.

The District's mail service shall not be used to distribute political materials unless the materials are received through the United States Postal Service. However, the District may use the District's mail services to distribute informational material regarding school bond elections or millage elections, as authorized by law.

**Transportation Services:** The District shall furnish transportation to all students in accordance with the law and for students who live more than one and one-half (1½) miles from the school where the student is assigned to attend. Students shall be expected to comply with any Administrative Procedures regarding conduct on buses.

The Administration shall develop and implement appropriate schedules and routing for school buses as are necessary to transport all eligible students desiring to receive transportation to and from school in the most economical and effective manner. Prior to the beginning of the school year, schedules and routes for school buses may be printed, distributed, and published as the Administration deems appropriate. Only the Superintendent or the Superintendent's designee shall have the authority to modify schedules and/or routes.

Transportation services may also be provided for extra-curricular activities and field trips as approved by the Superintendent or the Superintendent's designee. The Administration may also develop and implement procedures to provide for transportation using District vehicles for student activities and other District-authorized activities.

**Telephones:** Classes will not be interrupted for telephone calls for students or employees except in the case of an emergency. For non-emergency telephone calls, a message will be taken and delivered during class breaks if time permits. In order to make personal telephone calls using District equipment, students must obtain permission from the appropriate office personnel. Employees may utilize District telephone equipment for telephone calls relating to District business; however, no employee shall make any personal long-distance telephone calls utilizing District telephone equipment which is chargeable to the District.