**SECTION 800**

**SUPPORT SERVICES**

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**Student Transportation**

Students living more than four miles from their designated school attendance centers, may be provided transportation to and from their attendance center at the expense of the district.

Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Those parents who transport their children at the expense of the school district shall be reimbursed in accordance with state statute.

A student may be required, at the board’s discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It shall be within the discretion of the board to determine such conditions.

Students that do not live within district boundaries may be responsible for providing their own transportation at their own expense.

Legal Reference: Neb. Statute 79-601 et seq.

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**Bus Scheduling and Routing**

School bus stops and routes will be determined by the Administration and Bus Service Provider and will be based upon efficiency, safety, board policy and applicable state and federal laws and rules.

The superintendent or bus service provider will:

1. Annually review and assess school bus routes, stops and loading zones for safety, changing student population and supervision of students;
2. Advise parents of any changes in transportation policy affecting their students as early as possible and be responsive to parent’s calls for assistance in seeking alternatives to busing; and
3. Work with cities, the county and other appropriate governmental agencies on a continuing basis regarding transportation issues.

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**Bus Safety Program**

The superintendent and bus service provider shall direct the preparation of a Safe Pupil Transportation Plan that, at a minimum, shall address weapons, pupil behavior, terroristic threats, severe weather, hazardous materials, medical emergencies, and driver/passenger procedures in the event of mechanical breakdown of the vehicle.

The superintendent and bus service provider shall plan and implement a safety training program for pupil transportation vehicle operators and vehicle passengers. The superintendent shall monitor the scheduling of in-service and educational opportunities for transportation personnel to improve their awareness and skills regarding pupil transportation vehicle safety. Pupil transportation vehicle operators shall attend local workshops and all in-service meetings.

Administrative rules and regulations shall be adopted to govern the safe operation of pupil transportation vehicle. Students violating these regulations may have their riding privileges revoked or suspended. Parents will be responsible for damage done to transportation vehicles or equipment by their children.

The bus service provider shall conduct pupil transportation vehicle safe riding practices instruction and emergency safety drills at least twice a year for students who utilize school district transportation. The emergency evacuation drill procedures should be conducted according to guidelines established by the Nebraska Department of Education.

Each pupil transportation 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, students with disabilities.

Pupil transportation vehicle drivers are required to attend each safety drill.

All transportation vehicles shall be acquired and maintained to meet or exceed NDE Minimum Equipment Standards for pupil transportation vehicles. The superintendent shall develop a systematic preventive maintenance program including daily, weekly, monthly, and annual schedules to insure vehicle safety and reliability. This will include a record keeping system for maintaining inspection reports along with procedures for filing reports and certifications to meet the requirements of the Nebraska Department of Education.

Legal Reference: Neb. Statute 79-601 to 610

 NDE Rule 91

Cross Reference: 508.05 Emergency Plans and Drills

 905 Safety Program

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**Bus Driver Supervision**

School bus drivers must pass physical examinations and meet other criteria as established by state and federal law and by the Nebraska Department of Education. Bus drivers must have a valid transportation vehicle operator’s permit and shall have it in their possession when transporting students. This does not apply to the operator of a small vehicle being used only for extracurricular activities.

The bus service provider shall obtain a record of satisfactory driving for each pupil transportation vehicle operator. It is required that a copy of the individual’s driving record be on file with the district before employment as a pupil transportation vehicle operator as defined in NDE rules. The bus service provider shall obtain and keep on file a criminal history record of driver applicants who are not certificated Nebraska teachers or administrators through the Nebraska State patrol and local law enforcement agency before employment as a pupil transportation vehicle operator.

School bus driver selection procedures will be developed by the bus service provider to ensure acceptance of drivers whose capabilities are commensurate with job responsibilities, including minimum requirements for a satisfactory driving record.

Substitute pupil transportation vehicle operators shall meet the same driver requirements and qualifications as a regular pupil transportation vehicle operator. A pupil transportation vehicle operator shall not have the authority to assign a substitute without the prior approval of any school administrator or person designated by the governing school board.

Legal Reference: NDE Rule 91

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**Student Transportation for Extracurricular Activities**

Students riding an activity bus will ride to the event and are expected to return on the bus unless parental permission is given in written form to the sponsor or principal.

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**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 school district and may change quickly, the best judgment possible will be used with the information available.

The final judgment as to when conditions are unsafe to operate will be made by the superintendent. The superintendent will be assisted by the actual “on location” decisions and reports of the drivers through the bus service provider.

The transportation provider will be designated to report weather and road conditions when requested to do so. Parents and students will be notified by commercial radio and television when school is cancelled or temporarily delayed. When school is cancelled because of weather anywhere in the school district, all schools will be closed.

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

Cross Reference: 602.02 School Day

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**Student Transportation in Private Vehicles**

Standing authorization shall be granted by the board to school administrators, school nurses and other student services personnel designated by the superintendent.

No employee shall transport students in private vehicles without insurance coverage in compliance with state law.

Special permission for providing student transportation may be granted in exceptional cases by the principal to other professional staff members such as coaches, music teachers and activity sponsors. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors and distance providing as follows:

1. The school administrator has approved the activity;
2. A permission slip signed by the student’s parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle.
3. The employee, parent or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Nebraska and as set by the district;
4. The vehicle contains an adequate number of seat restraints and the adult driver requires their use.

At least two staff members must accompany a student being transported in a private vehicle unless approval is given by the administration.

 The district will develop procedures to implement this policy.

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FOOD SERVICE/SCHOOL LUNCH CHARGE POLICY

Red Cloud Community Schools committed to providing students with an efficient as well as nutritious Food Service/School Lunch Program.   Therefore it is essential that the program have a strong financial foundation.  The following student “charge” policy has been adopted.

* Lunches will be paid in advance of each 20 day period.
* When a family balance is close to zero, a reminder will be mailed to the family by the school.
* If a student does not have adequate funds to pay for a breakfast/lunch, that student may not be permitted to eat the lunch provided by food service program.
* If a student has an unpaid balance but brings an adequate amount of money for one meal or more, that child will be served.
* When a student balance is $100 in arrears, a phone call will be made to the parent/guardian in an attempt to collect the balance plus prepayment for future meals.
* When a student balance is over $150 or a family balance is over $200 the school will send a letter to the parent/guardian explaining payment options and actions including sending the debt to collections that may be taken by the school.

Legal Reference:  Nebraska School Lunch Regulations

                              United State Department of Agriculture – School Lunch Regulations

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**Food Service Records and Reports**

An independent certified public accountant or registered accountant will audit the food services fund annually. The audit will comply with federal requirements.

The food services program will be operated on a non-profit basis. Any income derived from the operation of the program will be used to support the food services program and will not be used for any other purpose.

The board will review on an annual basis a summary of the food services financial records and be advised of recommendations for changes to the program.

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**Free or Reduced Cost Meals Eligibility**

Students enrolled and attending school in the school district, who are unable to afford the special milk program, the cost or a portion of the cost of the school lunch and breakfast programs, will be provided the school food program services at no cost or at a reduced cost.

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

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

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

Legal Reference: 42 U.S.C. §§ 1751 et seq. (1994).

Cross Reference: 504.19 Student Fee

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**Code of Conduct**

**School Food Authorities**

This written Code of Conduct shall govern the performance and actions of School District officers, School Board members, employees, School Food Authorities, directors, volunteers or agents who are engaged in any aspect of procurement, contracts, grants or the administration and supervision of contracts supported entirely or in part by federal entitlement funds disbursed by USDA. These regulations are found in:

* 2 CFR 200.317-326 Super Circular
* 7 CFR 210.21 NSLP Procurement
* 7 CFR 220.16 Breakfast Program
* 7 CFR 225 Summer Food Service Program

The Red Cloud School Food Authority seeks to conduct all procurement procedures: in compliance with stated regulations; and to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, organizations may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

Disciplinary actions, as outlined in local policy will be applied for violations of such standards by officers, employees, or agents of the organization.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA’s TARGET Center at **(202) 720-2600** (voice and TTY) or contact USDA through the Federal Relay Service at **(800) 877-8339**. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at **http://www.ascr.usda.gov/complaint\_filing\_cust.html**, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call **(866) 632-9992**. Submit your completed form or letter to USDA by:

**mail:**

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

**fax:**

(202) 690-7442; or

**email:**

program.intake@usda.gov.

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**Procurement Plan**

**School Food Authorities**

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and / or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

**Procurement Policy**

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

* When the annual total for food service program related items **is less than $50,000** per year (per procurement event or in aggregate purchases) this organization will follow the informal **Small Purchase Procedure**.
* When the annual total for food service program related items **is greater than $50,000** per year (per procurement event or in aggregate purchases) this organization will follow the **Formal Competitive Solicitation Procedures**.

**Micro-Purchase Procedures**

Micro-Purchases may be used for annual transactions under $3,500 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

**Small Purchase Procedures**

For purchases made below the small purchase threshold, a Small Purchase Procedures will be utilized be purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a minimum of three potential vendors
2. Document each vendor’s quoted price
3. Select the company that provides the lowest, most responsive, and responsible bid
4. Inform all bidding companies in writing of the final decision made by the sponsor
5. Write contract for meal service between the sponsor and the winning bidder.

**Formal Competitive Solicitation Procedures**

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an IFB or RFP document specifically addressing the items to be procured.
	1. Include detailed specifications

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* 1. Ensure price will be most heavily weighted
1. Publicly announce and advertise the bid/proposal at least **21** calendar days prior to bid opening.
2. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
4. Responsive bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
5. Award the contract
6. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
7. At least two weeks before program operations begin
8. If a protest is received, it must be handled in accordance with 7 CFR 210.21
9. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

**(Note: If the bid threshold established in the sponsor’s procurement policy statement is less than $50,000, the smaller bid threshold will govern.** )

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

1. **Competition**: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7]
2. **Comparability**: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]
3. **Documentation**: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]
4. **Code of Conduct**: This program shall be governed by the Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1v)]
5. **Procurement Review Process**: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service procurement process.

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This review shall be summarized in written form and kept with the other required program documentation.

1. **Contract Administration**: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b]) [7 CFR Part 3016.36(b)(2)]
2. **General Requirements**:
* Small, minority and women's business enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
* A cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. [2 CFR 200.323(a)]
* Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]

**Duties of Food Service Supervisor:**

1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
3. To place and confirm orders with vendors, or make plans to purchase the required items.
4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.
5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.
6. To make procurement awards based on the lowest and best vendor’s response as determined by the quality, availability, service and price.
7. To work with vendors on a fair and equal basis.
8. To develop a list of acceptable brands. (multiple Brands per bid item when possible)
9. To conduct an in-house procurement review once per year

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**mail:**

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

**fax:**

(202) 690-7442; or

**email:**

program.intake@usda.gov.

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**Data or Records Retention**

School districts records shall be housed in the central administration office of the school district. It shall be the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved at a minimum according to the schedule below:

* Secretary’s financial records Permanently
* Treasurer’s financial records Permanently
* Minutes of the Board of Education Permanently
* Annual audit report Permanently
* Annual budget Permanently
* Permanent record of individual pupil Permanently
* Records of payment of judgments against the school district. 20 years
* Bonds and bond coupons 10 years
* Written contracts 10 years
* Cancelled warrants, check stubs, bank statements, bills,

 Invoices, inventories and related records 5 years

* Program grants As determined by the Grant
* Non-payroll personnel records 7 years
* Payroll records 3 years

Employees’ records shall be housed in the central administration office of the school district. The employees’ records shall be maintained by the superintendent, the building administrator and the employee’s immediate supervisor.

The permanent and cumulative records of students currently enrolled in the school district shall be housed where they can be maintained securely and efficiently for the district’s needs.

Records of students who have graduated or are no longer enrolled in the school district shall be housed at Lincoln Elementary.

The superintendent may store school district records electronically or on microfilm or microfiche and may destroy paper copies of the records if they are more than three years old. A properly authenticated reproduction of a microfilmed or electronic record meets the same legal requirements as the original record.

Cross Reference: 203.04 Secretary

 204.11 Meeting Minutes

 402.06 Employee Records

 507 Student Record

 1003 Public Examination of District Records

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**Insurance**

It shall be the policy of the Red Cloud Community School Board of Education to keep all school properties adequately insured so that no serious loss may result to the district from any fire or other catastrophe. It shall be the policy to place the insurance with insurance companies of A+ Best Rating. Mutual companies shall be non-assessable.

The Board directs the Superintendent or his/her designee, to maintain insurance coverage for the school district in the following areas:

 1. Property

 a. Fire

 b. Extended Coverage

 c. Vandalism and Malicious Mischief

 2. Liability

 a. Bodily Injury

 b. Property Damage

 3. Boiler and Machinery

 4. Crime

 a. Blanket Position Bond

 b. Mercantile Robbery and Safe Burglary

The insurance coverage shall provide the broadest, most complete coverage available, to be secured at the most economical cost to the school district, consistent with sound insurance principles. The deductible rate and the building and content values shall be set by the board.