

## **POLICY REFERENCE MANUAL**

### **Section 800 Support Services**

- 801           Transportation**
- 801.01       Student Transportation
  - 801.02       Special Education Student Transportation
  - 801.03       Bus Scheduling and Routing
  - 801.04       Bus Safety Program (revised 8/11/20)
  - 801.041      Bus Fueling and Maintenance
  - 801.05       Bus Driver Supervision
  - 801.06       Student Transportation for Extracurricular Activities
  - 801.08       Transportation of Nonresident and Nonpublic School Students
  - 801.09       Transportation of Nonschool Groups
  - 801.10       Transportation in Inclement Weather
  - 801.11       School-Owned Vehicles
  - 801.12       Student Transportation in Private Vehicles
  - 801.13       Use of Private Vehicles on School Business
  - 801.14       Transportation Records
  - 801.15       Use of Video Cameras on School Buses
- 802           School Food Services**
- 802.01       School Food Program
  - 802.02       Food Service Prices
  - 802.03       Collection of Lunch Money
  - 802.04       Food Service Records and Reports
  - 802.05       Free or Reduced Cost Meals Eligibility (revised 09/14/17)
  - 802.06       Vending Machines
  - 802.07       School Food Procurement (approved 09/14/17)
- 803           Office Services**
- 803.01       Photocopying Services
  - 803.02       Mail and Delivery Service
  - 803.03       Telephone Service
  - 803.04       FAX Service
- 804           Data Management**
- 804.01       Computer Security
  - 804.02       Data or Records Retention
  - 804.03       E-mail Retention
- 805           Risk Management**
- 805.01       Insurance

## TRANSPORTATION

All students, K-12, who reside more than 4 miles from school and are part of the Elgin School District shall be provided free transportation to and from school. Pupils who travel to and from school on the school buses will alight from the bus only at its unloading point at the school house in the morning and at their customary place near their home at night. After arrival at school in the morning, no matter what the means of travel, pupils must have the consent of the Principals to leave the grounds. The use of buses for class parties, trips, etc. must be approved by the Superintendent or principal. The Superintendent or Principal shall have authority to suspend a child's bus privileges when the child's behavior warrants such action.

When traveling to and from school sponsored events, pupils shall ride in the automobile or buses which they are assigned by the sponsor. If riding in private auto is involved, a responsible adult approved by the faculty sponsor must be in each car. Violation may be just cause for suspension from school. Students who travel to a game on a bus must return on that bus, unless the student's parents, in person, make a request in writing to the sponsor to take the students home. Also, students may be picked up and dropped off at a predetermined loading point. Only students who have a note from a parent or guardian will be allowed to load and/or exit at that site.

Out of district students who do not attend the Elgin Public Schools will be permitted to ride only by approval of the Superintendent or his designee.

The bus route will not deviate to accommodate students attending private schools. However, private school students may ride the bus if they are on the regularly established route or if they are brought to some point on the regular route and delivered to some point on the regular route in the afternoon.

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.

## SPECIAL EDUCATION STUDENT TRANSPORTATION

Transportation of students who require special education services shall generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.

Transportation of special education students shall be specified in the individual education program. When the IEP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP, the school district will provide one or more of the following transportation arrangements for instructional services or support services:

- Transportation from the student's residence to the location of the special education or care services and back to the student's residence.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

Legal Reference: 20 U.S.C. §§ 1401, 1701 et seq. (1994).  
34 C.F.R. Pt. 300 et seq. (1996).

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## BUS SCHEDULING AND ROUTING

School bus stops and routes will be determined by the administration or their designee and will be based upon efficiency, safety, board policy and applicable state and federal laws and rules.

The superintendent 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 parents' 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.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## BUS SAFETY PROGRAM

The superintendent shall direct the preparation of a Safe Pupil Transportation Plan that, at a minimum, shall address weapons, dangerous objects, pupil behavior, terroristic threats, severe weather, hazardous materials, medical emergencies, driver/passenger procedures in the event of mechanical breakdowns of the vehicle, and driver procedures in the event that the drop-off location is uncertain or appears unsafe to leave students. The plan shall also address general guidelines for the functional capacity of a pupil transportation driver and a process to confirm a driver's ability to conduct daily tasks and emergency evacuations.

The superintendent shall plan and implement a safety-training program for pupil transportation vehicle operators and vehicle passengers. The superintendent shall monitor the scheduling of inservice 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 inservice 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 school district 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.

Pupil transportation operator procedures will include a prohibition against use of a handheld wireless communication device to read a written communication, manually type a written communication, or send a written communication while operating a pupil transportation vehicle which is in motion. Handheld wireless communication device means any device that provides for written communication between two or more parties and is capable of receiving, displaying, or transmitting written communication. Written communication includes, but is not limited to, a text message, an instant message, electronic mail, and Internet web sites.

All transportation vehicles shall be acquired and maintained to meet or exceed NDE

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



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 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

## BUS FUELING AND MAINTENANCE

School transportation gas shall be purchased from all stations. All fuel tickets shall be signed by the driver.

Garages and/or individuals chosen to perform repair of maintenance of school buses shall be at the discretion of the Board of Education.

Drivers are required to routinely, before using a bus for a route or activity, to check water and oil levels and tire inflation. Drivers must also perform all required safety checks.

Reviewed: September 2006

## 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 pupil 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 school district 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 school district 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 superintendent 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.

All school bus drivers are required to inform the district immediately of any change in their driving or criminal records that could affect their eligibility to maintain the student transportation vehicle operator's permit.

Pupil transportation vehicle operators shall document and report to the transportation supervisor the occurrence of any events covered by the Safe Pupil Transportation Plan that involved the pupil transportation vehicle operated by the driver, or any pupils transported in it. The superintendent shall develop such reporting procedures.

Legal Reference: NDE Rule 91

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES

The board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating in extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent. Students attending extracurricular events, other than those held at the school district facilities may be transported to the extracurricular event by school district transportation vehicles.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, shall ride both to and from the event in the school vehicle unless arrangements have been made with the building principal prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event as long as a written note or signature is provided.

Legal Reference: Neb. Statute 79-610 et seq.

Cross Reference: 504.19 Student Fees

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## 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 may be, and resident students attending a nonprofit private school accredited by the Nebraska Department of Education, will be transported from one point to another on an established public school vehicle route at times when transportation is being provided for public school children. Nonresident and nonpublic school students shall obtain the permission of the superintendent prior to being transported by the school district. The superintendent shall determine the nearest or most easily accessible points to pick up and discharge the students.

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 IF changing from year to year. 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 financial condition 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.

Cross Reference: 502.02 Nonresident Students

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## TRANSPORTATION OF NONSCHOOL GROUPS

School district vehicles may be available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from nonschool-sponsored activities within the state as long as the transportation does not interfere with or disrupt the education program of the school district and does not interfere with or delay the transportation of students. The local nonprofit entity must pay the cost of using the school district vehicle as determined by the superintendent.

Cross Reference: 1001 Principles and Objectives for Community Relations

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## 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.

When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced by TV, commercial radio and the district's alert system. 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

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## SCHOOL-OWNED VEHICLES

The board may approve the purchase of vehicles to be used by staff for district business, including transportation services. The superintendent will develop and maintain regulations that define the appropriate use and care of district vehicles and the responsibilities of district staff using those vehicles.

Personal use of district vehicles is prohibited except where authorized by contract.

All drivers operating district-owned vehicles shall use seat belts. Failure to do so is grounds for dismissal.

The driver of any district-owned vehicle, including school buses equipped with seatbelts, is responsible for determining that the proper number of seat belts is available for the passengers. The vehicle shall not be driven until the driver and all passengers are buckled up.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Standing authorization for student transportation in private vehicles 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
4. The vehicle contains an adequate number of seat restraints and the adult driver requires their use.

The district will develop procedures to implement this policy.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

The board discourages the use of private vehicles for district business. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation far enough in advance to avoid any nonemergency use of private vehicles.

The superintendent will develop regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability.

No staff member will use a private vehicle for district business without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. *School administrators, school nurses, other student services personnel and teachers traveling between schools may be granted standing authorization by the board to use their private vehicles on school-related business.* Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the board.

A student *will* be allowed to perform district business with his/her own vehicle but *Any student so authorized must obtain prior approval from the administration/office.*

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## TRANSPORTATION RECORDS

The superintendent will instruct the transportation supervisor to establish a record keeping system for district transportation services. The system shall itemize usage by vehicle, activity and mileage. Maintenance, repair and depreciation costs may also be allocated to each vehicle. The board shall be advised of recommendations for changes to the district's transportation system.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## USE OF VIDEO CAMERAS ON SCHOOL BUSES

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

### **Student Records**

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

### **Notice**

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

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

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

This bus may be equipped with a video/audio monitoring system.

### **Review of Videotapes**

The school district shall review videotapes when necessary as a result of an incident reported by a bus driver or student, or at administrative discretion. The videotapes may be recirculated for erasure.

### **Video Monitoring System**

Video cameras may be used on any or all district buses. Determination of how video cameras will be used and which school buses will be equipped with video equipment will be made by the superintendent in consultation with the building principal.

**Student Conduct**

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

Approved: May 9, 2012

## SCHOOL FOOD PROGRAM

The school district will operate a school lunch [*and breakfast*] program in each attendance center. The school food program services 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 milk or juice and other incidental items.

School food service facilities are provided to serve students and employees when school is in session and during school-related activities. They may also be used under the supervision of the *principal* for food service to employee groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens in accordance with board policy.

The school food program is operated on a nonprofit basis. The revenues of the school food program will be used only for paying the regular operating costs of the school food program. Supplies of the school food program shall only be used for the school food program.

The board will set, and periodically review, the prices for school lunches[, *breakfast*] and special milk programs. It shall be the responsibility of the superintendent to make a recommendation regarding the prices of school lunch[, *breakfast*] and milk.

It shall be the responsibility of the *principal* to administer the program and to cooperate with the superintendent and head cook for the proper functioning of the school food program.

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

Cross Reference: 1006.01 Use of School District Facilities and Equipment

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## FOOD SERVICE PRICES

The following food service prices shall be in effect for the current school year:

Lunch prices:

Students, grades K through __6__;	\$ 2.00
Students, grades __7__ through 12;	\$ 2.25
School employees;	\$ 2.80
Visitors;	\$ 2.80

Breakfast prices:

Students, grades K through __6__;	\$ 1.40
Students, grades __7__ through 12;	\$ 1.40
STAFF	\$ 1.75

Beverages:

Milk;	\$ .35
Juice;	\$ .35

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## COLLECTION OF LUNCH MONEY

The superintendent shall be responsible for establishing procedures for the collection of lunch program money and issuance of food tickets. Proper accounting controls shall be created to ensure compliance with the National School Lunch Program.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

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

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## FREE OR REDUCED COST MEALS ELIGIBILITY AND MEAL CHARGES

The district shall comply with all state and federal laws applying to providing free and reduced meals under the National School Lunch Program, School Breakfast Program, and other related federal grant programs.

### Free or Reduced Meals Eligibility

Families of students enrolled in the district who wish to qualify for free or reduced price meals may submit an application on or after July 1 for the current school year. If the financial situation of a household changes during the school year, they may submit a new application to become eligible. Applications are available at the Central Administrative Office of the school building.

### Meal Charges

The written meal charge policy and guidelines shall be in place before the beginning of each school year and parents shall be advised of the available payment systems and meal prices. The district will encourage pre-payment of meal balances but the district must include a method for adding funds during the school day such as cash payments at the school office. A qualifying student with money to purchase a reduced price meal must be provided the meal; the district may not use that money for previously unpaid charges if the student intended to buy a meal that day.

All balances remaining in accounts shall carry over to the next month. Balances of households qualifying for free or reduced meals with funds remaining in the account at the end of the school year shall receive a refund. The district shall attempt to contact the household of all students transferring out or graduating from the district to return any unused funds remaining in the student's account. The district may set varying meal charge guidelines for students of different grade levels including charges relating to alternate meals, ala carte items and limits on charges that a parent may set for a student's daily lunch expenditures.

The district must set written guidelines regarding the collection of delinquent meal charges such as the amount of delinquent meal charges which initiate an established collection process, providing notice to households of those students and carrying out appropriate follow-up. Unpaid meal charges are classified as "delinquent debt" and remain on the food service accounting documents until they are collected or written off as uncollectible.

Guidelines must also cover how the district will handle situations where children eligible for reduced price meals do not have money in their accounts to cover the cost of their meal at the time of service. Households must be notified of all payment methods used by the district, including any fees. At least one payment method must be free of charge. The district cannot solely require the use of an online payment system; another option must be available.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



Confidentiality

The information provided by families on the free and reduced price application will be used only for determining eligibility for meal or milk benefits and verification of eligibility. Only staff members and organizations carrying out the activities of the School Lunch Act shall have access to this information.

The district should use methods of lunch payment systems such as pre-payment to avoid openly identifying children who qualify for free or reduced meals. Meal cards, tickets, tokens or other methods of payment must not be coded or colored to identify such status.

Policy Communication

This policy will be provided in writing to all households at the start of each school year and to households that transfer to the district during the school year.

This policy will also be provided annually to all district staff responsible for enforcing the policy including food service professionals. Staff members such as counselors, school nurses, homeless liaisons, and others assisting students in need should also be informed of the policy.

The district will maintain documentation of the annual distribution of this policy.

It shall be the responsibility of the superintendent to implement this policy.

Legal Reference:     42 U.S.C. §§ 1751 et seq.  
                              7 C.F.R. §§ 210 et seq.  
                              USDA Unpaid Meal Charges, SP 46-2016, 47-2016 and 57-2016.

Cross Reference:     504.19 Student Fees

ELGIN PUBLIC SCHOOL  
FOOD SERVICES GUIDELINES  
2017-18

Policy 802.05E

The Elgin Public School district shall comply with all state and federal laws applying to providing free and reduced meals under the National School Lunch Program, School Breakfast Program, and other related federal grant programs.

Breakfast (Grades PreK-12)    \$1.60    (served 7:45 – 8:05 a.m.)

Lunch (Grades PreK-6)	\$2.20
(Grades 7-12)	\$2.45

Families of students enrolled in the district who wish to qualify for free or reduced price meals may submit an application on or after July 1 for the current school year. If the financial situation of a household changes during the school year, they may submit a new application to become eligible. Applications are available at the Central Administrative Office of the school building.

If your family may be eligible for free or reduced price meals, please complete the application as soon as possible and return it to Elgin Public Schools. If you have questions or need assistance in completing the application, please contact Dan Polk, Supt.

Payments of cash, personal check, or money order for school food services will be accepted at the school office during the school day. Elgin Public School encourages pre-payment of meal balances but the meals can be paid for at the time of service. All balances remaining in accounts shall carry over to the next month. Balances of households qualifying for free or reduced meals with funds remaining in the account at the end of the school year shall receive a refund.

When the balance of the family account reaches -\$25.00, the students will be served peanut butter/jelly sandwiches until the account is paid in full. Any delinquent food service accounts will be pursued at the discretion of the administration.

## VENDING MACHINES

Food served or purchased by students during the school day and food served or purchased for other than special circumstances shall be approved by the superintendent. Vending machines in the school building shall be the responsibility of the building principal. Purchases from the vending machines, other than juice machines, shall not be made during the lunch periods.

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

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

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## SCHOOL FOOD PROCUREMENT

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 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 \$150,000 per year (per procurement event or in aggregate purchases) this District will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$150,000 per year (per procurement event or in aggregate purchases) this District will follow the Formal Competitive Solicitation Procedures.

### Micro-Purchase Procedures

Micro-Purchases may be used for a single purchase 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 to purchase necessary goods and services. When Small Purchase Procedures are used, this District 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 District will take the following steps:

- 1) Prepare an IFB or RFP document specifically addressing the items to be procured
  - a. Include detailed specifications
  - b. Ensure price will be most heavily weighted
- 2) Publicly announce and advertise the bid/proposal at least 30 calendar days prior to bid opening
  - a. 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
  - a. Responsive bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
- 4) Award the contract
  - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
  - b. At least two weeks before program operations begin
  - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
- 5) 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 \$150,000, the smaller bid threshold will govern.)

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

- A. 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)]
- B. 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)
- C. 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)]
- D. Code of Conduct: This program shall be governed by the attached 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)]
- E. 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. This review shall be summarized in written form and kept with the other required program documentation.
- F. 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)]

G. General Requirements:

- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
- Ensure compliance with Buy American Provision. [7 CFR 210.21(d)]
- 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)]

H. 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 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

School Food Authority Code of Conduct

The District seeks to conduct all procurement procedures in compliance with state and federal regulations and to prohibit conflicts of interest with employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by 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.

No officer, employee, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Officers, employees, or agents of the District who violate this policy shall be subject to appropriate disciplinary actions.

Legal Reference:      2 CFR 200 Uniform Admin. Reqrmts, Cost Principles,  
   and Audit Reqrmts for Federal Awards  
   7 CFR 210 National School Lunch Program  
   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  
   7 CFR 3016—Uniform Admin. Reqrmts For Grants And  
   Coop. Agreements To State And Local Govnmnts

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## PHOTOCOPYING SERVICES

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video or computer-programmed materials, is a serious offense against federal law and contrary to the ethical standards required of staff and students alike.

Violations may result in criminal or civil suits.

The Board therefore requires that all reproduction of copyrighted material be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

"Fair use" is not a rigidly defined term. "Fair use" is based on the following standards:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount of and the substantiality of the portion used;
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

If an individual questions the legality of duplicating materials, he/she should seek permission from the copyright holders.

Employees in violation of copyright law may be required to remunerate the district in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## MAIL AND DELIVERY SERVICE

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff members.

To avoid overburdening the service, employees will not be allowed to use interschool mail for the delivery of personal letters, notes and materials to other employees.

The recognized collective bargaining unit(s) will be permitted to use the service in accordance with the terms of their contracts, board policy on the use of school facilities and current postal regulations.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## TELEPHONE SERVICE

### **Cell Phones**

The board recognizes that the use of cellular telephones may be appropriate to provide for the effective and efficient operation of the district and to help ensure safety and security of district property, staff and others while on district property or engaged in district-sponsored activities. To this end, the board authorizes the purchase and employee use of cellular telephones, as deemed appropriate by the superintendent.

District-owned cellular telephones shall be used for authorized district business purposes, consistent with the district's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Any expenses incurred for such personal use shall be reimbursed to the district.

Use of cellular telephones in violation of board policies, administrative regulations and/or state and federal law will result in discipline up to and including dismissal and/or referral to law enforcement officials, as appropriate.

Personal use of privately-owned cellular telephones by employees authorized to use such equipment for district business is encouraged to be during lunch, breaks or other such times when the employee is not on duty. Administration and classified staff are exempt.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## COMPUTER SECURITY

Access to computer data stored within all computer systems will be strictly controlled for security.

The *computer systems administrator* is responsible for maintaining security through procedures developed by the superintendent. These procedures will determine who may have various degrees of access to the system and will state requirements for monitoring the continued proper educational use of the system.

These procedures will also describe:

1. Proper methods of disposal of reports containing confidential or financial information at the end of their use, if utilized at all.
2. Methods to ensure system security after change of job status of employees having access to system passwords if deemed necessary.
3. Methods to provide backup access in the event of the extended absence of the system administrator.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## DATA OR RECORDS RETENTION

School district 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 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
• Cancelled warrants, check stubs, bank statements, bills, invoices, inventories and related records	5 years
• Program grants	As determined by the grant
• Nonpayroll 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 in the main office storage room.

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.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

Cross Reference:    203.04 Secretary  
                           204.11 Meeting Minutes  
                           402.06 Employee Records  
                           507     Student Records



1003 Public Examination of District Records

## E-MAIL RETENTION

This policy will refer to e-mail using the term electronic messaging, but the policy is also intended to be inclusive of electronic fax and any other electronic methods of transmitting messages, documents and other information.

Electronic messages transmitted using district resources are records and as such are subject to management under the Records Management Act.

The end-user manages electronic messages. Electronic messages should be managed at the end-user's desktop rather than from a central point. Each end-user who creates or receives electronic messages is responsible for managing his or her own records. Individuals with questions regarding the retention of particular electronic messages should obtain an opinion from their supervisor.

A single copy of a record retained by the originator of that record may serve as the official record retained in accordance with the district's retention schedule. All other copies are duplicate copies, and may be destroyed.

There is no single retention period for all electronic messages. Retention and disposition of electronic messages depends on the function and content of the individual message. The various types of electronic messages require various retention periods and fall within three broad categories:

Transitory messages – There is no retention requirement for these messages. Public officials and employees receiving such communications may delete them immediately without obtaining approval of the State Records Administrator. Examples are:

- Messages that address routine administrative, curricular and co-curricular matters, announcements of meetings, schedules of events, etc.
- Messages that take the place of informal discussion and which if they were printed would not be retained in school records.
- Messages that transmit generic information and are not specific to a student's educational program.
- Messages that address personal matters unrelated to the district.
- Messages comprised of unrequested, unneeded or unwanted junk mail.
- Sectarian, religious, persuasive, political or commercial messages or advertising.

Less than permanent retention – These records are governed by the retention period for equivalent hard copy records as specified in the district's records retention schedule. The records should be in hard copy or electronic format which can be retrieved and interpreted for the legal retention period. Individuals creating or receiving such communications may delete or destroy the records only according to an approved retention schedule (3 years). Examples are:

- Messages that address significant aspects of a specific student's educational program including, but not limited to, health, discipline, special education program, interaction

with child protection agencies and communication with parents relating to specific aspects of the student's interaction with the school district.

- Messages that address and/or provide information used in making policy decisions, concerning curricular or co-curricular activities, personnel actions or that relate to the business transactions of the district.
- Messages that address activities of significant interest in the community relating to the district.
- E-mails that are the subject of investigations or litigation when the district has reasonable notice of the proceeding.

Permanent/archival retention: Permanent records are often records relating to district governance, finances, budgets, and student educational progress, such as board secretary or district treasurer financial records, minutes of the Board of Education, educational records of individual students, annual audit reports and annual budgets.

These permanent records are further classified as transferred or non-transferred records: Non-transfers – If the decision is made to maintain the records in the district, it is responsible for making the records accessible to the public in a manner consistent with the way the Nebraska State Historical Society (NSHS) would perform this function. The district is responsible for upgrading the system to current technology standards so that data remain usable over time and for testing at regular intervals any storage medium used for accuracy or loss of data.

Transfers – The NSHS is responsible for the care, maintenance and reference use of state records with enduring value, regardless of media. The district may work with NSHS and the State Records Administrator to preserve and access electronic records maintained in the district or to make decisions about the method, frequency and format of the transfer of records to NSHS.

It is important not to rely upon back up servers and media exclusively for retention of electronic messages. Due to storage limitations, electronic messages are routinely deleted from storage media after 60 to 90 days. If non-transitory electronic messages are to be filed electronically, the information systems manager should be consulted and appropriate storage locations should be designated and users should be educated on classification and filing procedures so that the information will not be lost.

Electronic messages should be systematically filed for convenient retrieval following standardized filing rules within the district. Electronic messages needing to be retained should be indexed in an organized and consistent pattern, and reflect the way the files will be used and referenced.

In keeping with state electronic messaging guidelines, the district will create procedures to identify system hardware and software, formalize file naming conventions, back up and security procedures, identify the sources and use of the information, as well as their confidential and non-confidential status, and outline quality control procedures and



## Litigation Holds

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## INSURANCE

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

The school district will assume the risk of property damage, legal liability, and dishonesty in cases in which the exposure is so small or dispersed that a loss does not significantly affect the operation of the education program or financial condition of the school district.

Insurance of buildings, structures, or property in the open will not generally be purchased to cover loss exposures below \$1000 unless such insurance is required by statute or contract. The school district will make every effort to obtain property, vehicle, and liability insurance at the most economical cost, consistent with required service, by obtaining quotes or by negotiation, using whichever method is advantageous to the district.

Administration of the insurance program, making recommendations for additional insurance coverage, placing the insurance coverage and loss prevention activities shall be the responsibility of the superintendent.

Blanket building and equipment insurance will cover replacement costs with an agreed amount endorsement and with a deductible determined by the *[superintendent; business manager]* to provide the lowest possible premium costs consistent with adequate protection from unanticipated expenditures.

General and personal liability insurance will cover district Board members and employees only while acting in their official capacity.

The district will provide liability coverage for all district-owned or leased vehicles.

The district will establish and provide the opportunity for students to purchase student accident insurance. The district will not carry student accident insurance other than liability insurance.

The district will not be liable for theft and damage of personal property of students. Additionally, the district will not be liable for theft and damage of personal property of staff.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_