



Book	Policy Manual
Section	8000 Operations
Title	FOOD SERVICES
Code	po8500
Status	Active
Adopted	February 28, 2006
Last Revised	May 22, 2023

#### 8500 - **FOOD SERVICES**

The School Board shall provide cafeteria or serving facilities in all schools where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board also will provide a breakfast program in accordance with procedures established by the State Department of Education.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, genetic information, or any other legally protected category (collectively, 'Protected Classes') in its educational programs or activities, including the Food Service program. Students and all other members of the School Corporation community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation related to the Food Service program to a teacher, administrator, supervisor, or other Corporation official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The Food-Service program will comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program. In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

Further, the Food Service program shall comply with the School Lunch Fund provisions of Chapter 4 of the State Board of Accounts *Uniform Compliance Guidelines for Indiana Public School Corporations*.

#### **Dietary Modifications**

A request for substitutions to the standard meal requirements due to food allergies shall be accommodated, when requested by an adult student with a disability or the parent of a student with a disability, without delay and at no additional charge. The adult student with a disability or the parent of a student with disability making such a request of the Nutrition Service Director shall be informed that medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b must be submitted within five (5) school days from a health care provider who has prescriptive authority in the State of Indiana or the dietary modification may be discontinued until such statement is received.

The medical certification must identify:

- A. the child's physical or mental impairment and why the student's disability or medical condition necessitates such a restriction of the child's diet;
- B. an explanation of what the Food Service Program must do to accommodate the child's disability; and



- C. the food(s) to be omitted from the student's diet and the recommended food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

After a request for a dietary modification is submitted to the Director of Food Service (Director), the Director shall, in turn, notify the Principal, school nurse, and the members of the student's IEP or 504 Team that the dietary modification shall be made for the student, pending the receipt of the required medical certification.

If deemed necessary by the student's IEP or 504 Team, the dietary modification shall be included in the student's IEP or 504 plan.

An adult student with a disability or the parent of a student with a disability who believes the accommodation requested is not being appropriately addressed may access the processes and assistance described in Policy 2260 and/or Policy 2260.01 by contacting the Corporation's Compliance Coordinator named in those policies.

A request for substitutions to the standard meal requirements due to food allergies shall be accommodated, when requested by an adult student who is not identified as having a disability or the parent of a student who is not identified as having a disability, without delay and at no additional charge. An adult student who is not identified as having a disability or the parent of a student who is not identified as having a disability making such a request of the Nutrition Service Director shall be informed that a signed medical statement from a health care provider who has prescriptive authority in the State of Indiana that the student cannot consume certain food items due to a medical condition or some other special dietary need must be submitted within five (5) school days or the dietary modification may be discontinued until such statement is received.

To qualify for continuing consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet;
- B. an explanation of what the Food Service Program must do to address the student's medical or dietary restriction; and
- C. the food(s) to be omitted from the student's diet and the recommended food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

The request for such dietary modifications shall be submitted to the Director, who shall, in turn, notify the Principal and school nurse that the dietary modification shall be made for the student. Upon request of the parent or adult student, a meeting of a team including the parent, the Director of Food Service, school nurse, and Principal shall be convened to determine the specific substitution(s) that will be made to the standard meal pattern for the student.

For students who need a nutritionally equivalent milk substitute, only a signed request by a parent or guardian is required.

The Food Service Program shall not accommodate a student's request for specific substitutions to the standard meal pattern requirements that is based solely on religious or lifestyle choices.

### **Operation and Supervision of the Food Service Program**

The operation and supervision of the Food-Service program is the responsibility of the Nutrition Service Director. Food services will be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and government commodities. The Board will assist the program by furnishing available space, initial major equipment, and utensils.

### **Meal Charges**

~~Lunches sold by the Corporation may be purchased by students, staff members and community residents in accordance with the procedures established by the Superintendent.~~

~~The Superintendent shall recommend and the Board shall approve the cost of meals for elementary, middle, and high schools annually.~~

~~The Board recognizes that circumstances may result in a student's need to charge lunch or breakfast on occasion and shall permit such charges.~~

~~Adult community residents shall not be permitted to charge meals.~~

~~The Superintendent shall develop procedures regarding meal charges, which shall be implemented by the Nutrition Service Director. The procedures will provide direction so that deposits into a student's account are not considered income to the child nutrition program until the student charges a meal to his/her account. Further, the procedures will: 1) provide~~



~~direction so that students attending Corporation schools who do not have funds in their account or on hand to cover the cost of their meal at the time of service are treated consistently, 2) address feeding students with unpaid meal balances without stigmatizing them, 3) provide for notification of parents when a student charges a meal, and 4) establish a plan to collect the charges made by students so that the unpaid charges are not classified as 'bad debt' at the end of the school year.~~

~~Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$10.00.~~

~~If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall be absorbed by the Angel Fund, at which time parent/guardian will be notified of the use of the fund via e-mail.~~

~~Furthermore, if a student shall have a significant negative lunch account balance, the student not be permitted to charge any à la carte food or beverage items.~~

~~Any significant negative lunch account balance should be pursued for collection before it is determined to be uncollectible pursuant to Policy 6151.~~

~~The Board's policy and Superintendent's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. Additionally, the Board's policy and Superintendent's procedure related to meal charges shall be distributed to all Corporation staff responsible for policy enforcement, including Corporation food service employees, accounting staff, and all other staff involved in enforcing any aspect of the meal charge policy. If the Corporation contracts with any third party to provide food services, the Board policy and Superintendent's procedure also must be distributed to the contractor and its employees working in the Corporation schools.~~

~~A lunch account becomes inactive after fifty-two (52) weeks with no deposits or withdrawals. An inactive lunch account that has a positive balance of \$10.00 or less may be receipted back into the school lunch fund where the School Lunch Program funds are maintained. An inactive lunch account that has a nominal negative account balance of \$10.00 or less may be offset against the positive balances in the Fund; provided, however, that if the parent requests and can document entitlement to the positive balance in the account, the parent is entitled to a refund of that amount.~~

#### **Bad Debt/Uncollectible Debt**

~~Significant negative lunch account balances that are not collected in the year when the debt was incurred shall be classified as bad debt. Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Once classified as bad debt, non-Federal funding sources shall reimburse the school lunch program account for the total amount of the bad debt. If funds to reimburse the Corporation for this bad debt are not available from another source, such as school or community organizations (like the PTA) or any other non-Federal source, the funds to reimburse the school lunch program shall be transferred from the Corporation operations fund or other State or local funding to make that reimbursement.~~

~~Once the uncollectible/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b)(17) and 7 C.F.R. 210.15(b). Any related collection costs, including legal costs, arising from such bad debt after they have been determined to be uncollectible also are unallowable.~~

~~Bad debt may be removed from accounts receivable in accordance with Policy 6151.~~

#### **Additional Compliance**

In accordance with Federal law, the Nutrition Service Director will take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the Food-Service accounts will be made by the Nutrition Service Director.

Any surplus funds from the National School Lunch Program will be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from à la carte foods may accrue to the Food Service program.

With regard to the operation of the Corporation Food Service program, the Superintendent shall require the:

- A. maintenance of sanitary, neat premises free from fire and health hazards;



- B. preparation of food that complies with Federal food safety regulations;
- C. planning and execution of menus in compliance with USDA requirements;
- D. purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1130, Policy 1214, Policy 3113, Policy 3214, Policy 4113, Policy 4214, and Policy 6460);
- E. compliance with food holds and recalls in accordance with USDA regulations
- F. accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. safekeeping and storage of food and food equipment pursuant to USDA regulations;
- H. regular maintenance and replacement of equipment;
- I. compliance with the Corporation's time and effort record-keeping policy by all Corporation employees whose salaries are paid from USDA funds or with non-Federal funds used to meet a match or cost share requirement. (See Policy 6116)

The Corporation's Food Service program will serve only food items and beverages as determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans. Any competitive food items and beverages that are available for sale to students' à la carte in the dining area between midnight and thirty (30) minutes after the close of the instructional day shall also comply with the current USDA *Nutrition Standards for the National School Lunch and School Breakfast Programs* and the USDA's Smart Snacks in Schools regulations. Foods and beverages unassociated with the food-service program may be vended subject to the rules and regulations set forth in Policy 8540.

The Superintendent will require that the Food Service program serve foods in the schools of the Corporation that are wholesome and nutritious and reinforce the concepts taught in the classroom.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [www.usda.gov/sites/default/files/documents/Complain\\_combined-6-8-23-608.pdf](http://www.usda.gov/sites/default/files/documents/Complain_combined-6-8-23-608.pdf), 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:

1. Mail: U.S. Department of Agriculture  
Director, Center for Civil Rights Enforcement  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the Corporation must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

Revised 11/28/06  
Revised 10/27/14  
Revised 12/14/15  
Revised 10/30/17  
Revised 2/25/19  
Revised 10/28/19  
Revised 3/22/21  
Revised 11/22/21

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Legal	<p>Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.</p> <p>Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.</p> <p>7 CFR Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015</p> <p>2 C.F.R. Part 200</p> <p>USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)</p>
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**SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs**

**Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794**

**34 CFR Part 104**

**Uniform Compliance Guidelines for Indiana Public School Corporations (Indiana State Board of Accounts)**





Book	Policy Manual
Section	Policies for the Board
Title	Copy of BOUNDARIES
Code	po0113
Status	1st Reading
Adopted	February 28, 2006

#### 0113 - **BOUNDARIES**

The New Prairie United School Corporation is comprised of the area in the description on file in the School Board office.

That boundary description includes:

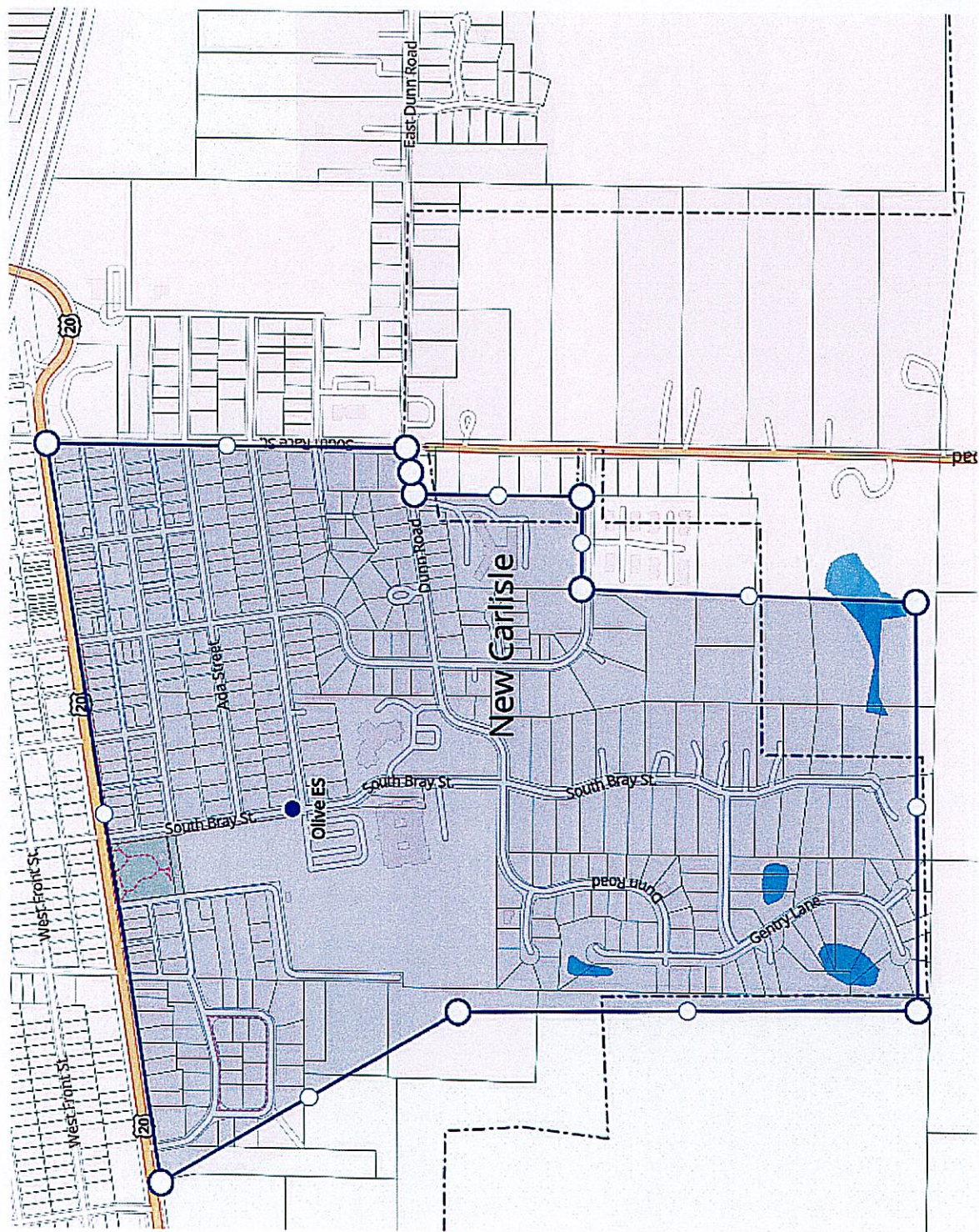
East Boundary-Sage and Rush Roads in Olive Township

North Boundary-Indiana/Michigan Border in Olive Township (St. Joseph Co) and in Hudson, Wills, & Kankakee Townships (LaPorte Co)

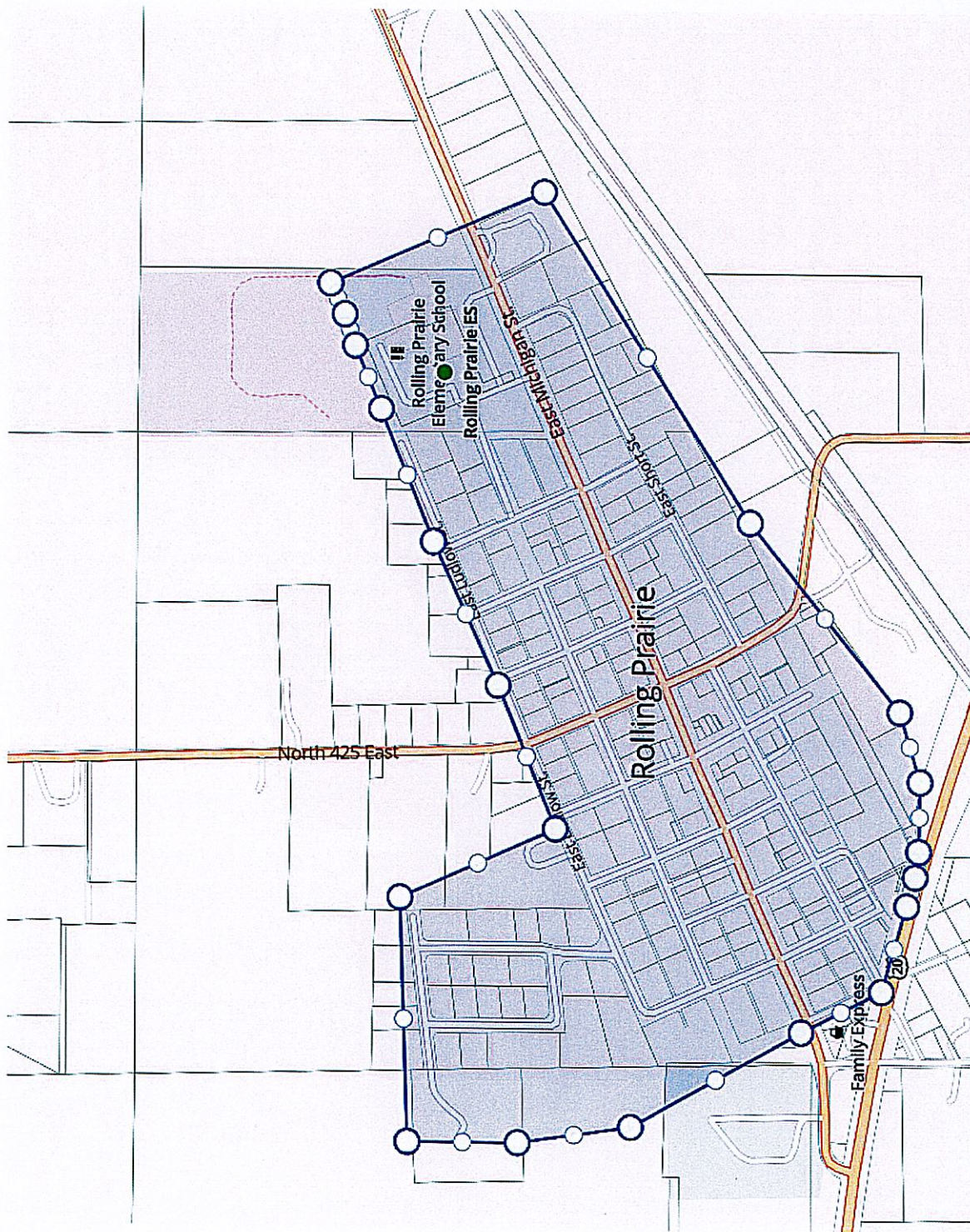
South Boundary-Division Road in St. Joseph and LaPorte Co, Ohio St. in LaPorte, South of Crumstown Trail St. Joseph Co

West Boundary- Range Road













Book	Policy Manual
Section	Policies for the Board
Title	Copy of DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY
Code	po5111
Status	1st Reading
Adopted	February 28, 2006
Last Revised	May 22, 2023

**5111 - DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY**

The School Board establishes the following policy for determining student eligibility to attend the schools of this School Corporation.

- A. The Board will educate, tuition-free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C. 20-26-11.
- B. Where the legal settlement of a student cannot reasonably be determined by reference to the residence of the student's parent or legal guardian and the student is being supported by and living with a person whose residence is within the Corporation, the student may be enrolled without payment of tuition. If the parents are able to support the student and have placed the student in the home of another person primarily for the purpose of attending school in this Corporation without establishing legal guardianship as required by Indiana law, tuition will not be charged unless otherwise required by law.
- C. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition-free, without regard to residency, to a school within the Corporation, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.
- D. Foreign students participating in a foreign-exchange program approved by the Indiana State Board of Education and living with a resident host family will be admitted tuition-free.
- E. The Corporation will provide a free education to those students who are considered by Federal law to be illegal aliens, if the student's parent or legal guardian has legal settlement within the Corporation, or considered to be homeless by criteria established by the State (see Policy 5111.01 and AG 5111.01 - Homeless Students).
- F. If a student's legal settlement is changed after the student has begun attending school in the Corporation in any school year, the effective date of withdrawal from the Corporation may, at the election of the parent, the student (if the student is at least eighteen years of age), or a juvenile court conducting a proceeding under IC 31-34-20-5, IC 31-34-21-10, IC 31-37-19-26, or IC 31-37-20-6 (or IC 31-6-4-18.5 before its repeal), be extended to the end of the semester in which the change of legal settlement occurred. At the discretion of the Superintendent, the effective date of withdrawal from the Corporation may be extended to the end of that school year.

Students who have completed the eleventh grade in this Corporation and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.

- G. The School Corporation shall maintain proof of Indiana residency for each student enrolled in the Corporation whom the Corporation counts for membership in the ADM count. This documentation of Indiana residency shall be placed in the student's electronic or hard copy file. (See also Policy 6250 - Required ADM Counts for the Purpose of State



### Funding and Verification of Residency for Membership.)

Transportation from and to the site of the new legal settlement will not be provided by the School Corporation for a student whose effective date of withdrawal is extended beyond the date of the change of legal settlement, unless the student has an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.

- H. A married student living with a spouse or a married or unmarried emancipated minor is eligible to attend school without payment of tuition if the student resides in the Corporation.

### I. Children of Divorced Parents

Children of divorced parents may attend school in this Corporation without the payment of tuition if one (1) parent resides in this Corporation and an election is made utilizing the 'Custodial Statement and Agreement: Divorce, Separation, or Abandonment' form provided by the Indiana State Board of Education.

The parent with physical custody of the student or the student, if the student is at least eighteen (18) years of age, must notify the Superintendent of the school corporation in which the parents/student seek to have the student enrolled of their election to enroll the student in the Corporation. The election shall be made on a yearly basis and applies throughout the school year unless the student's parent no longer resides within the attendance area of the Corporation.

- J. If a student's parent fails to inform the Corporation of the expulsion or withdrawal to avoid expulsion or the student fails to follow the terms and conditions established for enrollment, the Corporation may withdraw consent and prohibit the student's enrollment during the period of the actual or proposed expulsion. Before consent is withdrawn, the student must be given an opportunity for an informal meeting with the principal. At the informal meeting, the student is entitled to:

1. a written or verbal statement of the reasons for the withdrawal of consent;
2. a summary of the evidence against him/her;
3. an opportunity to explain his/her conduct.

- K. Students whose parents do not have legal settlement within the Corporation but who present evidence that they will move into the Corporation within a short period of time may enroll in the schools of this Corporation as tuition students for the time not in residence.

- L. Students who do not have legal settlement may/will be enrolled in the special education program of this Corporation pursuant to the provisions of a Cooperative agreement.

### Transfer Students

#### Transfer Student Whose Parent Is Employed by the Corporation:

The Corporation shall accept a transferring student who does not have legal settlement in the Corporation and whose parent is a current employee of the Corporation who resides in Indiana if: 1) the parent/employee earns an annual salary of at least: a) \$8,000; or b) \$3,000 earned due to being included an employee in the extracurricular portion of the Corporation's collective bargaining agreement; and 2) the Corporation has the capacity to accept the student. If the number of students who request to transfer to the Corporation under this section causes the Corporation to exceed its maximum student capacity, the Board shall determine which students will be admitted as transfer students by a random drawing in a public meeting.

#### Nonpublic School Transfer Student

The Corporation shall accept a transferring student who resides in Indiana and who does not have legal settlement in the Corporation if:

- A. the student attended an accredited nonpublic elementary school located in the attendance area of the Corporation for at least two (2) school years immediately preceding the school year in which the student transfers to a high school in the Corporation under this section;
- B. the student is transferring because the accredited nonpublic school from which the student is transferring does not offer grades 9 through 12;



- C. the majority of the students in the same grade as the transferring student at the accredited nonpublic school have legal settlement in the Corporation and will attend a school under the authority of the Corporation; and
- D. the Corporation has the capacity to accept students.

If the number of students who request to transfer to the Corporation under this section causes the Corporation to exceed its maximum student capacity, the Board shall determine which students will be admitted as transfer students by a random drawing in a public meeting.

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as 'transfer students') will be enrolled in compliance with I.C. 20-26-11-32 and the following procedure:

- A. By July 1st, the Board will establish the number of transfer students that can be accepted in each building and grade level.
- B. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website.
- C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:
  - 1. has been enrolled in the Corporation in the prior school year;
  - 2. is a member of a household in which any other member of the household is a student in the transferee school; or
  - 3. has a parent who is an employee of the Corporation who currently resides in Indiana and has a salary of at least \$8,000 or \$3,000 earned due to being included an employee in the extracurricular portion of the Corporation's collective bargaining agreement and the Corporation has the capacity to accept the student.
- D. If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

Pursuant to State law, the Board may deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year, if:

- A. during the preceding twelve (12) months, the student has been suspended or expelled for:
  - 1. ten (10) or more school days;
  - 2. possession of a firearm, deadly weapon, or a destructive device;
  - 3. causing physical injury to a student, school employee or visitor to the school; or
  - 4. a violation of the Corporation's drug or alcohol rules.
- B. the student has a history of ten (10) or more unexcused absences, and the Board believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled in the Corporation.

For purposes of computing the number of days of suspension of the student requesting enrollment, student discipline received from a teacher pursuant to I.C. 20-33-8-25(b)(7) and I.C. 20-26-11-32(j) shall be included in the calculation of the number of school days that a student has been suspended.

The Board delegates authority to the Superintendent to deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year if the student meets the criteria listed above.



Transportation ~~will not be provided by the School Corporation~~ may be provided at the discretion of the Board for transfer students accepted for enrollment ~~unless the transfer student has an~~ on a limited basis, if buses and drivers are available. Specific route(s) and designation central location bus stops will be established with ~~by~~ board approval. ~~if transportation is provided for transfer students.~~ Transfer students with an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.

No transfer student shall be accepted for enrollment for athletic reasons.

Transfer students will not be charged unless otherwise required by law.

Revised 5/23/06  
 Revised 11/28/06  
 Revised 5/18/09  
 Revised 2/27/12  
 Revised 12/16/13  
 Revised 5/19/14  
 Revised 10/27/14  
 Revised 6/20/16  
 Revised 4/24/17  
 Revised 10/30/17  
 Revised 6/22/20  
 Revised 11/23/20  
 Revised 3/22/21  
 Revised 11/22/21  
 T.C. 5/22/23

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#### Legal

I.C. 20-18-2-11 (legal settlement defined)  
 I.C. 20-33-2 (compulsory school attendance)  
 I.C. 20-33-8-17 (expulsion for lack of legal settlement)  
 I.C. 20-26-11-1 (residence defined)  
 I.C. 20-26-11-2  
 I.C. 20-26-11-2.5 (divorced parent election)  
 I.C. 20-26-11-6(e) (option to not charge transfer tuition)  
 I.C. 20-26-11-6.5 (children of school employees)  
 I.C. 20-26-11-6.7 (nonpublic school students)  
 I.C. 20-26-11-32 (student transfer requests, HEA 1381 – 2013; SEA 108 - 2017)  
 I.C. 20-26-11-33 (non-transfer student attending alternative education program)  
 Plyer v. Doe, 457 U.S. 202 (1982) (State Statute denying free public education to illegal immigrants violated the Equal Protection Clause of the Fourteenth Amendment)  
 Divorced Parents Agreement:  
<http://www.doe.in.gov/sites/default/files/legal/formiii.pdf>  
 Third Party Agreement:  
<http://www.doe.in.gov/sites/default/files/legal/custodialstatementinstructions.pdf>



Book	Policy Manual
Section	6000 Finances
Title	TRAVEL PAYMENT AND REIMBURSEMENT/RELOCATION COSTS
Code	po6550
Status	Active
Adopted	March 26, 2012
Last Revised	December 18, 2023

## **6550 - TRAVEL PAYMENT AND REIMBURSEMENT/RELOCATION COSTS**

Travel expenses incurred for official business travel on behalf of the School Corporation shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. **All expenses will be paid with a purchase order or corporation credit card.** Unauthorized costs and additional expenses incurred for personal preference or convenience shall not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests. **Expenses paid without a purchase order or corporation credit card are also unauthorized and not eligible for reimbursement.**

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would 1) require circuitous routing; 2) require travel during unreasonable hours; 3) excessively prolonged travel; 4) result in additional costs that would offset the transportation savings; or 5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

### **Relocation Cost Reimbursement**

The Board does not reimburse for relocation costs.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and shall be reasonable and consistent with the Corporation's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization shall include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the Corporation's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds shall meet the cost allowability standards within Policy 6110 - Grant Funds.

To the extent that the Corporation's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his/her designee), must apply to travel under Federal awards.

Revised 2/25/19

Revised 5/22/23

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Legal

2 C.F.R. 200.474









Book	Policy Manual
Section	Policies for the Board
Title	Copy of STUDENT SAFETY IN TRANSPORTING
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Status	1st Reading
Adopted	February 28, 2006
Last Revised	September 21, 2009

## 8600.01 - **STUDENT SAFETY IN TRANSPORTING**

### **Highway Stops**

When a school bus is operated on a highway and when there is ample room to safely do so, the bus driver shall load and unload school children off the traveled portion of the roadway. These stops shall be designated as a "Special School Bus Stop." The bus driver need not activate/extend the arm signal device but must use their "turn signals" when loading and unloading students in these areas. No student will be allowed to cross a highway under any circumstance, with or without permission to do so.

### **Designated Stops**

Bus stops at a student's home shall be called a "Normal Bus Stop." Students eligible for bus transportation shall be picked up and dropped off to the same location.

Where feasible and practical, students may be grouped together. These stops will be designated as a "Multiple Bus Stop." Secondary students can be expected to walk further to a "Multiple Bus Stop" than elementary students.

Students who live in town and do not have a "Normal Bus Stop" shall be grouped together at a certain location(s). These stops will be designated as a "Multiple In-Town Bus Stop." Students may be required to ride a designated bus to and from these locations.

### **Students Changing Buses**

Students are to ride their assigned bus to and from their designated stop. An occasional stop other than the student's designated stop will be at the building principal's discretion and only if:

- A. A note from the parent has been received
- B. It is a regular stop at the requested location on the daily route of the student. Students may not ride on other buses or routes unless transportation is being provided to the residence of another parent/guardian that lives within NPUSC
- C. If there are available seats

~~However, if a parent requests that a student be picked up or dropped off at a location other than the student's designated stop and does not constitute an occasional change of bus stop, then all the following procedures to transport the student must be followed:~~

- ~~A. Parents must notify the building principal in writing~~
- ~~B. Must be a regular stop at the requested location~~



- C. If there are available seats
- D. It is done regularly (must be consistent, week to week)

~~No additional mileage will be added to bus routes for parents' convenience.~~

~~All notes from parents must be initialed by the building principal. A photocopy of the initialed note or a Bus O-Gram must be given to the bus driver. The bus driver will follow the direction of the building principal or his/her designee.~~

### **Kindergarten Transportation**

~~The New Prairie United School Corporation provides bus transportation to and from school for all eligible kindergarten students.~~

~~Parents requesting special transportation to or from another location other than the students' residential address must adhere to the following:~~

- A. ~~Parents must notify the building principal or the students' teacher in writing with the address location and residence name.~~
- B. ~~The location of the requested stop must be on a scheduled/designated bus route. No additional mileage will be added for the parent's convenience.~~
- C. ~~The location of the requested stop must be within the geographic boundaries of the attended school.~~
- D. ~~The requested location must be on a consistent basis—not on a day to day situation.~~

**The following walk-zones are established around Olive and Rolling Prairie Elementary Schools.**

**NPUSC buses will not transport inside these established walk zone areas**

**NPUSC Walk Zones-Rolling Prairie/New Carlisle**





Book	Policy Manual
Section	Policies for the Board
Title	Copy of TRANSPORTATION FOR FIELD AND OTHER CORPORATION-SPONSORED TRIPS
Code	po8640
Status	1st Reading
Adopted	February 28, 2006

#### 8640 - **TRANSPORTATION FOR FIELD AND OTHER CORPORATION-SPONSORED TRIPS**

It shall be the policy of the School Board to use regular or special-purpose school vehicles for transportation on field and other Corporation-sponsored trips **such as extra-curricular and co-curricular trips.**

The transportation for all field and other Corporation-sponsored trips is to be by vehicles owned or approved by the Corporation and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The Corporation shall assume transportation costs for a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

It will also assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. **Parents/guardians may be asked to provide transportation for their student(s) for extra-curricular or co-curricular activities K-12 when drivers or buses are not available, or conditions are such NPUSC is unable to provide transportation. Waiver of liability forms will be on file for any parent/guardians that provide transportation for student(s) in these situations.**

All field trips shall be supervised by members of the staff. All other Corporation-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the Corporation and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

Corporation students not affiliated with the trip activity, noncorporation students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without prior approval from the principal.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of Corporation vehicles and/or use of private vehicles.

Legal	I.C. 20-27-9-1 et seq., 20-27-9-6
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Book	Policy Manual
Section	8000 Operations
Title	FOOD SERVICES-Meal Charging and Uncollectible Debt
Code	po8500.02 <b>(NEW NPUSC Policy created by Director of Nutritional Services)</b>
Status	Active
Adopted	TBD
Last Revised	February 20, 2024

#### 8500.02 - **FOOD SERVICES-Meal Charging and Uncollectible Debt**

##### **Operation and Supervision of the Food Service Program**

The operation and supervision of the Food-Service program is the responsibility of the Nutrition Service Director. Food services will be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and government commodities. The Board will assist the program by furnishing available space, initial major equipment, and utensils.

##### **Meal Charges**

Lunches sold by the Corporation may be purchased by students, staff members and community residents in accordance with the procedures established by the Superintendent.

The Superintendent shall recommend and the Board shall approve the cost of meals for elementary, middle, and high schools annually.

The Board recognizes that circumstances may result in a student's need to charge lunch or breakfast on occasion and shall permit such charges.

Adult community residents shall not be permitted to charge meals.

The Superintendent shall develop procedures regarding meal charges, which shall be implemented by the Nutrition Service Director. The procedures will provide direction so that deposits into a student's account are not considered income to the child nutrition program until the student charges a meal to his/her account. Further, the procedures will: 1) provide direction so that students attending Corporation schools who do not have funds in their account or on-hand to cover the cost of their meal at the time of service are treated consistently, 2) address feeding students with unpaid meal balances without stigmatizing them, 3) provide for notification of parents when a student charges a meal, and 4) establish a plan to collect the charges made by students so that the unpaid charges are not classified as 'bad debt' at the end of the school year.

**There will be no charge limit set on student accounts, however, Significant negative lunch account balances shall not be permitted. The school corporation reserves the right to transfer funds from a positive sibling account to the student account with a negative balance when funds allow.**

If a student has ~~shall have~~ a ~~significant~~ negative lunch account balance, the student will not be permitted to charge any à la carte food or beverage items **(this includes extra entrees or second meals)**.

Any negative lunch account balance should be pursued for collection before it is determined to be uncollectible pursuant to Policy 6151.

The Board's policy and Superintendent's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. Additionally, the Board's policy and Superintendent's procedure related to meal charges shall be distributed to all Corporation staff responsible for policy enforcement, including Corporation food service employees, accounting staff, and all other staff involved in enforcing any aspect of the meal charge policy. If the Corporation contracts with any third party to provide food services, the Board policy and Superintendent's procedure also must be distributed to the contractor and its



employees working in the Corporation schools.

A lunch account becomes inactive after fifty-two (52) weeks with no deposits or withdrawals. An inactive lunch account that has a positive balance of \$10.00 or less may be receipted back into the school lunch fund where the School Lunch Program funds are maintained. An inactive lunch account that has a nominal negative account balance of \$10.00 or less may be offset against the positive balances in the Fund; provided, however, that if the parent requests and can document entitlement to the positive balance in the account, the parent is entitled to a refund of that amount.

#### **Bad Debt/Uncollectible Debt**

**Significant** Negative lunch account balances that are not collected in the year when the debt was incurred shall be classified as bad debt. Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Once classified as bad debt, non-Federal funding sources shall reimburse the school lunch program account for the total amount of the bad debt. If funds to reimburse the Corporation for this bad debt are not available from another source, such as school or community organizations (like the PTA) or any other non-Federal source, the funds to reimburse the school lunch program shall be transferred from the Corporation operations fund or other State or local funding to make that reimbursement.

Once the uncollectible/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b)(17) and 7 C.F.R. 210.15(b). Any related collection costs, including legal costs, arising from such bad debt after they have been determined to be uncollectible also are unallowable.

Bad debt may be removed from accounts receivable in accordance with Policy 6151.





Book	Policy Manual
Section	Policies for the Board
Title	Copy of TRANSPORTATION
Code	po8600
Status	1st Reading
Adopted	February 28, 2006
Last Revised	May 22, 2023

## 8600 - TRANSPORTATION

It is the policy of the School Board to provide transportation for students when the distance between their home and school makes the service advisable. This policy and any administrative guideline implementing it shall be implemented in compliance with Federal and State Law regulations of the Indiana State Board of Education and the State School Bus Committee.

Each September, the School Corporation must review the Corporation's school bus routes and school bus safety policies to improve the safety of students and adults.

School buses shall be purchased, housed, and maintained by the Board for the transportation of students between their home areas and the schools of the Corporation to which they are assigned. ~~School bus routes and buses used to transport NPUSC students shall may also be contracted outside of the ownership of NPUSC. The Board may allow the Superintendent will to prepare a process for the public bidding of school bus routes, to be bid on and awarded to school bus drivers who own their own school bus (known as "Contracted Drivers"). Bus routes may be awarded to individual contracted school bus drivers owning their own bus at the recommendation of the Superintendent and approval of the Board. The contracted driver becomes solely responsible for the safe transportation of students and maintenance of their privately owned school bus. See NPUSC Maintenance and Repair Expectations at the end of this policy. in these situations. They Contract Drivers shall maintain insurance as directed by the Superintendent. The Contract Drivers y are are solely responsible for maintenance and fuel for their buses. NPUSC buses are serviced every 2,000 miles so Contract Drivers shall every 2,000 miles inspect body mounts, grease, fluid check & top off (antifreeze, oil, windshield washer fluid, etc.), inspect undercarriage (exhaust, air tanks, brake pads, etc.), adjust brakes, check tires (pressure, tread and any irregularities), inspect all interior & exterior lights, check heater motors, check all emergency exits, check first aid kit and bodily fluid kit, check that fire extinguisher is secure, check windshield wipers, and horn. Every 12,000 miles, NPUSC and Contract Drivers check all of the above including: change oil & filter, and air filter once a year. Inspection by the State Police of all NPUSC Buses and Contract Drivers buses happens every year, twice a year if the bus is 12 years old or older.~~ All use of tobacco-related products including smoking is prohibited on a school bus. A school bus is a motor vehicle that is designed and constructed for the accommodation of at least ten (10) passengers and used for the transportation of school children to and from school, school athletic games or contests, and other school functions. The term 'school bus' does not include a privately owned automobile with a capacity of not more than five (5) passengers that is used for the purpose of transporting school children to and from school. ~~See NPUSC Maintenance and Repair Expectations at the end of this policy.~~

A special purpose bus is any motor vehicle designed and constructed for the accommodation of more than ten (10) passengers that meets the Federal school bus safety standards, except the requirement for stop arms and flashing lights, and that is used by the Board for transportation purposes not appropriate for school buses. A special purpose bus is not required to be constructed, equipped, or painted as specified for regular school buses. A special purpose bus is not subject to the limitation placed on a school bus of traveling no more than 200 miles out of state.

A special purpose or an appropriate vehicle may be used for transportation of students from one school to another school or between the student's residence and the school.



A special purpose bus or an appropriate vehicle may be used to transport students and their supervisors, including coaches, managers, and sponsors to athletic, other extracurricular school activities, and field trips.

A special purpose bus may be used to transport homeless or foster students. If more than seven (7) students are being transported to schools in the same school corporation, a school bus or a special purpose bus must be used. If seven (7) or fewer students are being transported to schools in the same school corporation, a special purpose bus or an 'appropriate vehicle' may be used to transport the students. The driver must meet the qualifications for the driver of a school bus or special purpose bus is used.

An 'appropriate vehicle' is defined as a vehicle that:

A. is owned by the School Corporation or contracted for by the Corporation and

B. has a seating capacity of not more than fifteen (15) passengers including the driver. The term "appropriate vehicle" includes a car, truck, sport utility vehicle, minivan, or van.

A special purpose bus may be used to transport students for career and technical education programs. If more than seven (7) students are being transported to or from a career and technical education program, a school bus or a special purpose bus must be used. If seven (7) or fewer students are being transported to or from a career and technical education course an appropriate vehicle may be used to transport the students. The driver of the vehicle used to transport students to or from technical education programs must meet the qualifications for a driver of a school bus or special purpose bus set forth in State statute, as applicable, if a school bus or special purpose bus is used. A special purpose bus may be used to transport students from school to school or to/from school and a career and technical education program but may not be used to transport students between their residence and a career and technical education program.

An "appropriate vehicle" is defined as a vehicle that:

A. is owned by the Corporation or contracted for by the Corporation; and

B. has a seating capacity of not more than fifteen (15) passengers including the driver.

The term "appropriate vehicle" includes a car, truck, sport utility vehicle, minivan, or van.

If the special purpose bus has a capacity of less than sixteen (16) passengers, the operator must hold a valid operator's, chauffeurs, commercial drivers, or public passenger chauffeur's license. If the special purpose bus has a capacity of more than fifteen (15) passengers, or is used to provide transportation

A. between an individual's residence and the school for an individual enrolled in a special program for the habilitation or rehabilitation of persons with a developmental or physical disability, and, if applicable, the individual's sibling;

B. between an individual's residence and the preschool facility site for preschool children who attend preschool offered by the Corporation; or

C. between an individual's residence and the program for persons with a developmental disability for persons with a developmental disability; the operator must meet the requirements of a regular school bus driver.

Transportation of eligible vocational or special education children between their home areas and schools outside the Corporation shall be arranged through the use of Corporation-owned vehicles, through cooperation with other Corporations, through commercial carriers, and/or by other means in the most efficient and economical manner.

The Board shall provide transportation to non-public school students with legal settlement in the Corporation when seats are available on a bus on an existing route. This transportation shall be provided without charge when the Board does not incur additional expense, and shall be to and from the students' non-public school or the point on an established bus route that is nearest or most easily accessible to the non-public school.

The Board may elect to provide transportation to transfer students living outside of NPUSC Boundaries established by Policy 0113 at the discretion of the Board on a limited basis. Out of District NPUSC Bus Routes will be approved by the Board, provided bus seats and drivers are available.

NPUSC will provide transportation to students on both sides of the road at NPUSC perimeter boundary roads as established by policy 0113.

Vehicle routes shall be established so that an authorized vehicle stop is available within reasonable walking distance of the home of a student entitled to transportation services.



The Board authorizes the installation and use of video recording devices in the school buses to assist the drivers in providing for the safety and well-being of the students while on a bus.

If the vehicle is equipped with safety belts that meet the standards stated in Federal Motor Vehicle Safety Standard Number 208 (49 CFR 571.208) and are standard equipment installed by the manufacturer, then each occupant shall have a safety belt properly fastened around his/her body at all times when the vehicle is in forward motion, as required by State statute.

If a school bus driver must load or unload an elementary school student at a location that requires the student to cross a roadway that is a U.S. route or state route, the Superintendent shall present the school bus route to the Board for approval.

### **NPUSC Maintenance and Repair Expectations**

Contract Drivers shall maintain insurance as directed by the Superintendent. The Contract Drivers ~~are~~ **are solely** responsible for maintenance and fuel for their buses. NPUSC buses are serviced every 2,000 miles so Contract Drivers shall every 2,000 miles inspect body mounts, grease, fluid check & top off (antifreeze, oil, windshield washer fluid, etc.), inspect undercarriage (exhaust, air tanks, brake pads, etc.), adjust brakes, check tires (pressure, tread and any irregularities), inspect all interior & exterior lights, check heater motors, check all emergency exits, check first aid kit and bodily fluid kit, check that fire extinguisher is secure, check windshield wipers, and horn as well as complete other necessary repairs and maintenance to ensure safe operation of the school bus. Every 12,000 miles, NPUSC and Contract Drivers check all of the above including: change oil & filter, and air filter once a year. Inspection by the State Police of all NPUSC Buses and Contract Drivers buses happens every year, twice a year if the bus is 12 years old or older.

Revised 11/28/06

Revised 3/22/10

Revised 3/26/12

Revised 6/20/16

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Revised 10/28/19

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Revised 3/22/21

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### **Legal**

I.C. 9-13-2-161 ("school bus" defined)

I.C. 9-19-10-2 (use of safety belt by motor vehicle occupants)

I.C. 9-21-12 (school bus operation)

I.C. 16-41-37-2.3 ("school bus" defined, smoking prohibited)

I.C. 16-41-37-4 ("school bus" defined, smoking prohibited)

I.C. 20-18-2-1.7 (definition of appropriate vehicle)

I.C. 20-26-5-4(a)(5) (purchase of buses) and (8) (employ drivers)

I.C. 20-27-3 (State School Bus Committee)

I.C. 20-27-5-6 (definition of appropriate vehicle)

I.C. 20-27-9 (use of school buses)

I.C. 20-27-11-1

I.C. 20-27-10-0.5

I.C. 20-27-12-0.1

I.C. 20-27-12-0.3

I.C. 20-27-12-5

49 C.F.R. Part 571

49 U.S.C. 30101 et seq.

Hoagland v. Franklin Township Community School Corporation, No. 49S02-1410-PL-643, 27 N.E.3d 737 (Ind. 2015) (school corporation may discontinue transportation services for students) Hoagland v. Franklin Township Community School Corporation,



No. 49S02-1410-PL-643, 27 N.E.3d 737 (Ind. 2015) (school corporation may discontinue transportation services for students)

Archdiocese of Indpls. v. MSD of Lawrence Twp., 945 N.E.2d 757 (Ind. App. 2011);  
Frame v. South Bend Schools, 480 N.E.2d 261 (Ind. App. 1985) (transporting non-public school students)