

## **SUPPORT SERVICES**

### **Building Maintenance**

**Policy 5110**

Safe and adequate grounds shall be maintained for the educational and recreational programs of children. The Board shall maintain the buildings and equipment through a continuous program of assessment, repair, reconditioning, and remodeling. The Chief Operating Officer shall develop and implement capital improvement projects that ensure proper maintenance of the school in accordance with the approved budget.

The Chief Operating Officer shall manage janitorial and custodial staff in maintaining all school facilities and grounds.

## **SUPPORT SERVICES**

### **Hazardous Materials**

**Policy 5210**

GCCS will follow written procedures for the purchase, use, storage and disposal of substances designated as hazardous by local, state and federal authorities.

## **SUPPORT SERVICES**

### **Eye Protection**

### **Policy 5211**

Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating in or observing any of the following:

1. Vocational, technical, industrial arts, chemical, or chemical-physical shops or laboratories involving exposure to the following: Hot molten materials, or other molten materials; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding, or other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials;
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

“Industrial quality eye protective devices” means devices meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.

## **SUPPORT SERVICES**

### **School Bus Safety**

**Policy 5220**

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff.

GCCS has develop rules for student behavior expectations. These rules will be published annually in student handbooks to be distributed to students and parents or guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

GCCS will file criminal charges of trespass against any person who unlawfully enters a school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board.

## **SUPPORT SERVICES**

### **Accident Reporting**

**Policy 5230**

In order that proper measures may be taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or at a GCCS sponsored activity.

## **SUPPORT SERVICES**

### **Weather, Earthquake and Fire Emergencies**

**Policy 5240**

At the direction of the Board, the Principal of each building will determine areas in each building which are best suited for the protection of students during civil defense emergencies, including adverse weather conditions. School will not be dismissed in the case of a civil defense alert or tornado warning.

It shall also be the duty of the Superintendent to provide for fire inspections on an announced and unannounced basis in each building. The Superintendent is responsible for remedying unsafe conditions reported by local fire marshals acting in their official capacities.

The Principal will assume responsibility for preparing a fire drill and emergency exit plan for each building. The plan will permit students to leave the building safely and quickly. Fire drills will be held the first full week of school and quarterly thereafter.

GCCS has adopted emergency plans for the use of the GCCS's resources during natural disasters or other community emergencies. These resources may include food assistance through the use of federal commodity foods, and the use of school buildings and buses.

## **SUPPORT SERVICES**

### **Emergency School Closings**

**Policy 5241**

The Superintendent may order the delay of opening, early dismissal or the closing of schools due to inclement weather, hazardous road conditions or specific emergency situations which would make the operation of school impractical or hazardous to pupils. Notification of such actions will be given over local radio and television stations. Unless individually approved by the Principal, after-school activities will be canceled on the day which school is closed or dismissed early due to weather or other emergency conditions.

Instructional time lost due to weather and other emergency conditions will be made up as required by the State and as approved by the Board.

## **SUPPORT SERVICES**

### **Use of Tobacco Products**

**Policy 5250**

The Board recognizes that the use of tobacco, nicotine and other similar type products represents a health and safety hazard. Therefore, the use of tobacco products, vapes or other smoking devices/apparatuses shall be prohibited in all GCCS facilities, grounds and vehicles. This policy applies to all employees, students and patrons attending GCCS sponsored activities and meetings.



## **SUPPORT SERVICES**

### **School Safety Plan and Emergency Closing Procedures**

**Policy 5260**

GCCS will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program addressing man-made and natural disasters.

The Board further authorizes the Superintendent to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten their safety, welfare, or health of students or employees and to take whatever measures he or she deems necessary to protect students and staff.

Superintendent shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions potentially or actually causing suspension of school operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

School activities, defined as extracurricular events, activities, clubs, competitions, and the like, held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The Superintendent shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

At the Superintendent's discretion, school activities as defined above, may be canceled even after operation of a regular school day if conditions exist to warrant such suspension. The Superintendent shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

## **SUPPORT SERVICES**

### **Security of Buildings and Grounds**

**Policy 5270**

The Administration will develop procedures to ensure that GCCS facilities are safeguarded against criminal acts and negligent use. All GCCS employees are responsible for the care and proper use of GCCS property. Maintenance personnel are responsible for the care, repair and annual maintenance of School equipment and facilities. After school access to GCCS facilities is limited to authorized individuals and groups.

## **SUPPORT SERVICES**

### **Vandalism and Theft**

**Policy 5280**

GCCS will take appropriate actions to discipline individuals determined to have vandalized GCCS property. Such actions include, but are not limited to school disciplinary action, restitution and criminal and civil charges.

Incident reports are to be sent to the Superintendent no later than the day following an incident. A telephone call to the Superintendent is to be made on the day of discovery as soon as practical.

## **SUPPORT SERVICES**

### **Purchasing Furniture and Equipment**

**Policy 5310**

The Superintendent shall develop a standardized furniture and equipment list for each type of facility in the GCCS. Furniture or equipment needed in addition to the standardized list requires specific approval of the Superintendent prior to bidding or purchase.

Furniture and equipment shall be purchased in accordance with the policies governing bidding requirements and purchasing procedures of the Board.

The Board may purchase apparatus, equipment and furnishings for its schools and operations by entering into lease or purchase agreements with vendors. Any agreement which may result in GCCS ownership of the leased object must contain a provision which allows GCCS an option to terminate the agreement on at least an annual basis without penalty. All expenditures related to lease or purchase agreements shall be considered expenditures for capital outlay.

## **SUPPORT SERVICES**

### **Preference for Missouri Products**

**Policy 5320**

Preference will be given to making GCCS purchases to all commodities manufactured, mined, produced, or grown within the state and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals when quality and price are approximately the same.

## **SUPPORT SERVICES**

### **Inventory Requirements**

**Policy 5410**

#### **Annual Inventory**

The Board shall require a physical count of all stock supply and equipment items at least once each year. This inventory total shall be recorded on GCCS's accounts.

This is done to provide:

1. Complete local property information for ready reference.
2. Information for insurance purposes.
3. Audit needs to determine capital worth.
4. Accountability of the physical property of the School.

The building Principal is responsible for the inventory. The person responsible for the room and its contents should take the inventory.

"Physical Property" for inventory purposes is defined as that property other than the building and built-in facilities such as bookcases, wall lockers and toilets. "Physical Property" includes such items as desks, chairs, typewriters, computers, audio-visual equipment, shop, home economics and physical education equipment even though attached to the building (i.e., stage curtains, auditorium seating, clocks and public address systems).

"Physical Property" meets all the following criteria:

1. Retains its original shape and appearance with use.
2. Is nonexpendable (more feasible to repair than replace).
3. Represents an investment of money which makes it advisable to capitalize the item.
4. Does not lose its identity through incorporation into a different or more complex unit.

"Physical Property" does not include supplies, textbooks, reference books, material, chalk and erasers, picture frames, cutlery, glassware, etc. Supply items which are not included are those which meet one or more of the following conditions:

1. Consumable
2. Loses its original shape or appearance
3. Expendable (more feasible to replace than repair)
4. Inexpensive item with value less than \$500.

## **SUPPORT SERVICES**

### **Maintenance and Control of Instructional Materials**

**Policy 5420**

All GCCS instructional materials and equipment, including media materials and equipment, will be classified and catalogued. All textbooks purchased by GCCS are school property and will bear identification of GCCS ownership. Obsolete materials and worn out equipment will be replaced on a regular basis.

Textbooks will be made available to all students in sufficient quantity and at appropriate levels, enabling teachers to meet both the planned curriculum sequence and the special instructional needs of the students.

Principals are responsible for textbooks assigned to teachers, and for instituting an inventory of all books at the end of the school year. Each teacher shall keep an accurate record of books issued to students. Students will be held responsible for the proper care of all schoolbooks, supplies, apparatus and furniture supplied to them by the Board. Any student who defaces or damages school property shall be required to pay for all damages. Any student who loses school property shall be required to pay for its replacement.



## **SUPPORT SERVICES**

### **Equipment on Loan**

**Policy 5440**

GCCS equipment is not to be lent to individuals or groups outside of GCCS. Deviation from this policy requires permission from the Superintendent.

## **SUPPORT SERVICES**

### **Food Service Management**

**Policy 5510**

The food services program provided by GCCS is designed to serve nutritious school meals, snacks, and milk to GCCS students in accordance with applicable law. The food services program operates as an integral part of the total school program and contributes to GCCS's efforts to improve student achievement and wellness.

The Superintendent, in cooperation with the director of food and nutrition services, is charged with implementing the food services program. The Chief Operating Officer will monitor the quality and efficiency of GCCS's food service program.

GCCS's food service program will comply with all applicable laws, ordinances, regulations, and rules pertaining to health, sanitation, storage, and service of foods. GCCS will meet all state and federal requirements necessary for the participation in school meal programs. The director of food and nutrition services is authorized to work with the necessary parties to ensure GCCS complies with and, when necessary, submits appeals on behalf of GCCS. Each building principal is responsible for ensuring a safe dining environment and collaborating with the food services department to coordinate the food services program with instructional activities and other school and GCCS programs as appropriate.

The director of food and nutrition services is responsible for ensuring that all foods and beverages sold to students during the school day on any property under the jurisdiction of GCCS meet the nutrition standards established by the U.S. Department of Agriculture (USDA). The director of food and nutrition services or their designee will maintain records verifying that all foods meet required nutrition standards or will document and applicable exemption.

The Board may elect to contract with a food service management company to manage GCCS's food service program. The duration of contracts with food service management companies will be as set by the Board consistent with the procurement processes set forth in these Board Policies.

### **Nondiscrimination Statement and Complaint Process**

In accordance with federal civil rights law and the USDA civil rights regulations and policies, the USDA its agencies, offices and employees, and institutions participating in or administering USDA programs, including GCCS, are prohibited from discriminating based upon race, color, national origin, sex, disability, age or to retaliate or subject a person to

February 2007; revised June 2019; revised October 2020

reprisal for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the School Breakfast Program, and the Summer Food Service Program.

All information GCCS uses to inform parents, guardians, students, and the public about GCCS's food services program will include a nondiscrimination statement and information on how a complaint may be filed with the USDA.

Any person or representative alleging discrimination based upon a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary of Civil Rights or the GCCS compliance officer. Only the U.S. Secretary of Agriculture may extend the time for filing a complaint. Any person who files a complaint will be advised of the application of confidentiality laws, such as the Privacy Act of 1974.

GCCS staff who receive a complaint alleging illegal discrimination in the GCCS food services program will forward the complaint to the GCCS compliance officer immediately. The compliance officer will note when the allegation was made, whether the allegation was made verbally, in person and the nature of the complaint. The complaint will be transcribed to the USDA Office of the Assistant Secretary for Civil Rights immediately and GCCS will not first attempt to resolve the complaint prior to contacting the USDA. However, once the complaint has been directed to the USDA, GCCS will take action to investigate the complaint and make necessary corrections as required by this policy.

## **Complaint Procedures**

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint form, (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and 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  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington D.C. 20250-9410
2. Fax: (202) 690-7442 or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

## SUPPORT SERVICES

### Uniform Policy for Free and Reduced-Price Meals

Policy 5520

GCCS will participate in the national school nutrition programs. Eligible students will be identified for participation in the free and reduced-price nutrition programs based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within GCCS. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint form, (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and 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  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington D.C. 20250-9410
2. Fax: (202) 690-7442 or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

## **SUPPORT SERVICES**

### **Allowable Costs in Federal Programs**

**Policy 5525**

Expenditures under federal programs are governed by the Federal cost principles contained in 2 CFR Part 200 Subpart E – Cost Principles. GCCS is committed to ensuring that costs claimed under Federal awards follow these cost principles as well as any special terms and conditions contained in the award. Additionally, grantees are required to follow the more restrictive of the federal, state, and district policies.

When applying these cost principles, GCCS agrees to do the following:

1. Maintain responsibility for the efficient and effective administration of the Federal award through the application of sound management practices.
2. Assume responsibility for administering federal funds in a manner consistent with underlying agreements, program objectives and the terms and conditions of the federal award.
3. Apply accounting practices that are consistent with the cost principles, support the accumulation of costs as required by the principles, and provide for adequate documentation to support costs charged to the federal award.

GCCS will maintain a system of internal controls over federal expenditures to provide reasonable assurance that Federal awards are expended only for allowable activities and that the costs of goods and services charged to Federal awards are allowable and in accordance with the above referenced cost principles. Those controls will meet the following general criteria:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of GCCS.
4. Be accorded consistent treatment.

5. Be determined in accordance with generally accepted accounting principles.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period.
7. Be adequately documented.

### **Allowable Costs in Federal Programs – Procedures**

These procedures are to ensure federal funds are spent on only allowable activities in accordance with CFR Part 200 Subpart E – Cost Principles, other special terms or conditions of the grant award, and/or other pertinent state and federal guidelines.

There are two categories of costs that may be charged to a Federal award. The first are direct costs, which are costs that directly benefit the activity and are easy to identify. The second are indirect costs, which are costs that either benefit the activity in an indirect manner, or directly benefit the activity but the complexity of adequately identifying the costs in such a manner outweigh the benefit of charging them directly. Both are addressed in these procedures. The procedures also address the timing of transactions that can be disbursed against the current grant award.

To meet the requirements of necessary and reasonable, the cost will not exceed that which would be incurred by a prudent person under the circumstances at the time the decision was made to incur the cost. The following questions will be considered when determining reasonable and necessary:

1. Do we really need this?
2. Is the expense targeted to valid programmatic/administrative need?
3. Is this the minimum amount we need to spend to meet our needs?
4. Do we have the capacity to use what we are purchasing?
5. If we were asked to defend this purchase, would we be able to?
6. Did we pay a fair rate?

To meet the requirement of allocable, GCCS will have a reasonable method of allocating costs that equates to the relative benefit received by the program for the proportion of the costs charged to the program.

**Period of Performance**

Federal funds may be obligated on the later of the date funds become available or the submission date of the grant application, either in full form, or “Substantially Approvable Status (SAS)”, depending on the terms of the Federal award.

Federal funds may not be expended subsequent to the end date of the grant except to liquidate allowable obligations that were made on or before that date. All liquidations of prior obligations must be made within 90 days of the grant end-date, or an earlier date established by the granting agency.

The following table indicates the date that an expenditure is determined to be obligated:

<b>IF THE OBLIGATION IS FOR</b>	<b>THE OBLIGATION WAS MADE</b>
Acquisition of real or personal property	On the date on which the district makes a binding written commitment to acquire the property
Personal services by an employee of the district	When the services are performed
Personal services by a contractor who is not an employee of the district	On the date on which the district makes a binding written commitment to obtain the services
Performance of work other than personal services	On the date on which the district makes a binding written commitment to obtain the work
Public utility services	When the district receives the services
Travel	When the travel is taken
Rental of real or personal property	When the district uses the property



## **Direct Costs**

Expenditures charged directly to a federal grant award will follow all GCCS policies and procedures as well as federal requirements applicable to those costs, including, but not limited to; procurement requirements, property standards, travel policies, and cost criteria established by 2 CFR Part 200, Subsection E, as identified in the allowable cost policy. Additionally, all direct expenditures will be allowable under the terms of the grant award and program regulations.

Requirements followed will be the more restrictive of the local, state, or federal regulations associated with a particular type of expenditure.

Staff responsible for reviewing expenditures for allowability will be familiar with the allowable costs of all programs reviewed.

Staff responsible for budget and expenditure monitoring will be responsible for ensuring all charges are reviewed by appropriate staff for allowability.

Prior approvals of expenditures, as stated in 2 CFR, Part 200 and the grant award terms, will be obtained prior to the expenditure being obligated.

Expenditures will be supported by adequate documentation including all pertinent details that assists in determining the item was allowable.

## **Indirect Costs**

Federal grant awards will include an amount of indirect expenditures that districts are entitled to for organization wide costs of the grantee that benefit the federal program being administered by GCCS, unless specifically disallowed by the terms of the grant award. Indirect rates are negotiated by GCCS and can be applied to all Federal awards GCCS receives.

For grants awarded by the Office of Superintendent of Public Instruction (OSPI), indirect rates are calculated annually based on financial information obtained through the F-196. OSPI negotiates the indirect cost rate calculation methodology with the Department of Education every 5 years.

There are two types of federal indirect costs. A “**restricted rate**” is used for any federal program that has a “supplement, not supplant” requirement, which means the federal money is used to supplement the amount of money that a district has to spend on a

particular program, and not “in place of” state/local funds. An “*unrestricted rate*” is used for programs that do not have a “supplement, not supplant” requirement.

GCCS is not required to claim any or all of the indirect amount they are entitled to, but may claim up to the full amount, as long as included in the districts approved budget. The indirect rate may be applied to all allowable direct expenditures that will be claimed under a particular grant award, less some exceptions. For example, indirect costs will only be applied to the first \$25,000 of an individual contract.

No expenditures will be charged through both a direct cost and indirect cost.

## **SUPPORT SERVICES**

### **Food Sales**

**Policy 5530**

GCCS will provide Breakfast and Lunch to students that comply with the nutritional requirements of the School Breakfast Program and National School Lunch Program respectively.

## SUPPORT SERVICES

### Meal Charges

### Policy 5535

All GCCS students are provided the opportunity to participate in and purchase meals at each school cafeteria in accordance with the National School Lunch/Breakfast Program. The following guidelines shall be followed when a student finds it necessary to charge their meal due to a lack of funds in their account.

Parents or guardians are solely responsible for providing their children with meals, either through money to purchase meals at school or by packing a meal from home. If, for any reason a parent or guardian cannot afford to provide a meal for their child, they can apply for Free or Reduced meal benefits at:

<https://mocloud1.infinitecampus.org/campus/portal/parents/guadalupe.jsp>

### Charged Meals

1. A student may not accumulate more than five (5) unpaid meal charges.
2. On May 15 annually all charging will be cut off. Parents or guardians will be sent a written request for "payment in full". Payments can be paid with cash to each respective school or may be charged in the online food services portal. All charges not paid before the end of the school year will be carried forward into the next school year. Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent students being denied academic transcripts upon graduation.
3. Students may not charge a la carte items. Students are expected to pay for a la carte items prior to or at time of receipt.
4. A student with money in hand will not be denied a meal even if the student has past due charges. Cash may be used to purchase a meal or a la carte items.
5. Students will not be identified, singled out, shamed or punished by GCCS for the failure of their parents or guardians to pay for or provide meals, and GCCS will not withhold student records in violation of law.

## **No Alternative Meals**

To avoid meal shamming, alternative meals will not be offered.

## **Interventions**

GCCS will undertake the following interventions:

1. A Food Services representative of the SIS/Data Coordinator will provide administration a list of student charges on a weekly basis.
2. After a student accumulates five (5) unpaid meal charges, School Messenger will notify household of negative account balances not more than two times per week.

GCCS employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Additionally, the district will provide the following interventions via the principal:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the principal or counselor could assist.
2. Make attempts to contact the parents or guardians to inquire about any assistance that might be needed to complete the free and reduced price meals application, discuss the situation and any other concerns the principal or counselor may have after meeting with the student, provide other resources as applicable and resolve the situation.

## **Notifications to Parents or Guardians**

GCCS will provide timely notification via Infinite Campus to parents or guardians when account balances run low (when applicable) and when account balances include unpaid charges.

## **Delinquent Debt**

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as GCCS determines the debt is collectible and efforts to collect the debt are ongoing. GCCS will make reasonable efforts to collect delinquent debt,

including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of GCCS. GCCS's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

### **End of Year Negative Balances**

By law, Nutrition Services is not allowed to pay for bad debt. Therefore, each school will pay for their student's outstanding meal charges at the end of each year. Parents will be required to re-pay the school when the following year enrollment is conducted.

### **Non-Discrimination**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint form, (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and 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  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington D.C. 20250-9410
2. Fax: (202) 690-7442 or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

## **SUPPORT SERVICES**

### **Food Safety**

**Policy 5540**

The purpose of GCCS's food safety program is to ensure the delivery of safe foods to children in the school meals program by controlling hazards that may occur or be introduced into foods anywhere along the flow of food from receiving to service.

Serving safe food is a critical responsibility for school food service and is a key aspect of a healthy school environment. Keeping foods safe is a vital part of healthy eating. When properly implemented, GCCS's food safety program will help ensure the safety of school meals served to GCCS students.

In order to carry out these goals and comply with federal law, the School's Food Safety Program will include written plans for each school and will be consistent with Hazard Analysis and Critical Control Point (HACCP) principles.

GCCS's Food Safety Program will focus on three (3) key points.

1. Food preparation areas will be maintained in a clean and sanitary manner. This includes ensuring that workers hands, utensils, and food contact areas are clean and sanitary so as to avoid cross contamination.
2. Temperature controls will be strictly adhered to. Food will be cooked and served at the proper temperature.
3. Standard Operation Procedures should be developed to ensure sanitation; to ensure that food is maintained at the proper temperatures, and to facilitate other safety aspects of the food service program.

If food is prepared by an outside vendor, the contract with the food service provider will require that the food services provider adhere to this Policy.

## **SUPPORT SERVICES**

### **Transportation**

**Policy 5610**

#### **Car Riders**

To ensure the safety of all students, staff, and visitors, the Superintendent shall establish procedures including, but not limited to: authorization processes for dismissal and pickup, drop off and pick up times, routes, supervision, and load and un-load processes. These procedures shall be published in the student handbook each year and updated periodically as needed for efficiency and safety.

Parents, guardians, day-care buses and vans, and other authorized individuals dropping off or picking up students shall comply with all procedures set forth by the Superintendent. The Superintendent is authorized to take measures, including debarment from access to the property, to address habitual non-compliance with GCCS's transportation policy and procedures which infringe upon the safety of students, staff and visitors or which impedes the efficiency of arrival and dismissal processes.

GCCS will accept or release students from the car rider area only to the care of a parent or guardian or other individual previously approved in writing by the parent or guardian.

#### **Busing**

Students may be transported to and from school in contracted vehicles, which are compliant with applicable laws and state regulations related to transporting public school students, including obtaining a copy of the driver's proof of legally required minimum insurance and the appropriate certifications from the Public Service Commission or similar certifying agency.

Any Bus company that is performing transportation services for GCCS must comply with all federal and state regulations pertaining to the care, maintenance and record keeping pertaining to school buses.

#### **Field trips or other GCCS related activities**

For fieldtrips and other off-site events where transportation is provided, GCCS shall procure the permission and medical release for students by parents or guardians and shall maintain records in accordance with the approved records retention schedule.

For school-sponsored events, such as fieldtrips, priority of transportation to be used should be in the following order:



1. Contracted buses
2. Alternate transportation
3. Parent's private vehicles

Students shall be required to follow all safety regulations required of passengers riding in school vehicles.

Students or children under the age of 18 who are not enrolled at GCCS shall not be permitted to ride in vehicles provided by GCCS.

### **Walking and Biking**

The Board recognizes the benefits of exercise, including walking and biking. However, to ensure the safety of all students, GCCS prohibits unaccompanied minors under the age of 18 from walking or biking to and from school where established cross walks, crossing guards, or signage on streets within 1 mile of the school are not present.