

Book	Policy Manual
Section	800 Operations
Title	Food Services
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Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

Food service programs of the District shall be directed at meeting the needs of the pupils in accordance with these guidelines.

Authority

The Board shall provide food service for school breakfasts and school lunches that meets the nutritional standards required by state and federal school breakfast and lunch programs.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Unless they have been excused by the principal, all students are expected to remain in school for the lunch.

A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.[\[3\]](#)

Food sold by the school may be purchased by students, teachers, cafeteria employees and other employees for consumption on school premises and at school related activities. The charge to the students, teachers, and school employees must be set at a level such that the charge to the purchaser, plus any local, state, and federal reimbursement, does not materially exceed the cost of operation.[\[3\]](#)

Delegation of Responsibility

The operation and coordination of the food services program shall be the responsibility of the Coordinator of Food Services under the supervision of the ~~Director of Finance~~ [Chief Financial Officer](#).

The cafeterias are to be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the ~~Director of Finance~~ [Chief Financial Officer](#) and the auditor.[\[3\]](#)[\[4\]](#)

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[\[7\]](#)[\[16\]](#)[\[17\]](#)

To reinforce the District's nutrition education program, foods served in school cafeterias shall:[\[9\]](#)

1. Be carefully selected to contribute to students' nutritional well-being and health.

2. Meet the nutritional standards specified in laws and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

The District shall use food commodities for school menus available under the Federal Food Commodity Program.

In the event the Board elects to opt out of the National School Lunch and School Breakfast Programs, the nutrition guidelines pertaining to such Programs shall be inapplicable.

Guidelines

Surplus accounts shall be used only for the improvement and maintenance of the food service program.[\[3\]](#)

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the Food Service Account, a special bank account, in the same manner as other District funds. Such funds shall be expended in such manner as may be approved and directed by the Board, but no amount other than direct or indirect costs paid by the general fund of the District shall be transferred from the Food Services Account to any other account or fund except that District advances to the food services program may be returned to the District's general fund from any surplus resulting from its operation.

The District shall participate in the School Breakfast Program and the National School Lunch Program.
[\[10\]](#)[\[2\]](#)[\[18\]](#)[\[19\]](#)

The District shall offer meals to all students without regard to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[\[12\]](#)

Accommodating Students with Special Dietary Needs

The District shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulation, and Board Policy.

Procurement

Procurement of goods or services for the Food Service Department shall meet the requirements of applicable laws, regulations, and Board policy and procedure.

Standards of Conduct

The District shall maintain a written Code of Conduct for school food authorities in compliance with state regulations.

Professional Standards for Food Service Personnel

The District shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.

School Food Safety Inspections

The District shall obtain two (2) safety inspections per year in accordance with all local, state, and federal laws and regulations.[\[7\]](#)[\[13\]](#)[\[16\]](#)

The District shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The District shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[\[16\]](#)[\[18\]](#)[\[19\]](#)

The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and local laws and regulations and federal food safety requirements.[\[14\]](#)[\[7\]](#)[\[13\]](#)

School Meal Accounts

Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.

The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include the following:

1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.
2. Method in which students and parents/guardians are notified when the student's account reaches a specified level.
3. Procedures for providing elementary and middle school students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.

Students and parents/guardians shall be notified annually concerning the contents of this policy and District procedures.

Free and Reduced-Price Meals

Provisions shall be made for free and reduced price lunches as prescribed by federal and state law, in accordance with these guidelines.[\[15\]](#)

Legal

[1. 42 U.S.C. 1751 et seq](#)

[2. 42 U.S.C. 1773](#)

[3. 24 P.S. 504](#)

[4. 24 P.S. 1337](#)

[7. 7 CFR 210.13](#)

9. Pol. 246

[10. 42 U.S.C. 1751](#)

12. Pol. 103

[13. 7 CFR 220.7](#)

[14. 7 CFR 210.9](#)

[15. 24 P.S. 1335](#)

[16. 42 U.S.C. 1758\(h\)](#)

[17. 7 CFR 246.24](#)

[18. 7 CFR Part 210](#)

[19. 7 CFR Part 220](#)

[7 CFR Part 215](#)

[7 CFR Part 245](#)

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Last Modified by Regina Urso on August 31, 2017