



Book	Policy Manual
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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 students in accordance with these guidelines.

### **Authority**

**The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA). [2 CFR Part 200][24 P.S. 1335][24 P.S. 1337][24 P.S. 504][24 P.S. 807.1][42 U.S.C. 1751 et seq.][42 U.S.C. 1773][7 CFR Part 210][7 CFR Part 215][7 CFR Part 220]**

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. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

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. [\[1\]](#)

The District shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex, or disability. [\[11\]](#)[\[12\]](#)

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 **shall be established annually by the district 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 in compliance with state and federal laws.**[\[1\]](#)[\[13\]](#)

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.[\[13\]](#)[\[14\]](#)

### **Delegation of Responsibility**

The operation and coordination of the food services program shall be the responsibility of the Director of Food Services under the supervision of the Assistant Superintendent of Secondary.

The cafeterias are to be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Chief Financial Officer and the auditor.[\[1\]](#)[\[4\]](#)

The Director of Food Services shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program, and the School Milk Program.[\[1\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

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.[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.

The Superintendent or designee shall annually notify students, parents/guardian, and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information on nondiscrimination.[\[12\]](#)

### **Guidelines**

To reinforce the District's nutrition education program, foods served in school cafeterias shall:[\[19\]](#)

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.

Surplus accounts shall be used only for the improvement and maintenance of the food service program.[\[1\]](#)

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.[1]

#### Free/Reduced-Price School Meals and Free Milk

The District shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.[20][21]

The District shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:[20][21]

1. At or around the beginning of the school year.

2. Three (3) months after the initial effort.

3. Six (6) months after the initial effort.

The District may also conduct direct certification on a weekly or monthly basis.

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.[11][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.[22][23]

#### Procurement

Procurement of goods or services for the Food Service Department shall meet the requirements of applicable laws, regulations, and Board policy and procedure.[24][25][26]

#### 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.[5][6][16][27]

#### 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.[15][17][28]

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.[8][10][17]

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.[15][28][29]

### School Meal Accounts

Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias, **which accounts shall ensure that the identity of each student is protected.**

Students in all grade levels shall be provided with a school breakfast and/or school lunch when the student forgets or loses his/her money or when his/her account has insufficient funds. The parent/guardian must inform the Food Service Office in writing or on the Skyward system if they do not wish their child to receive a meal when there are no funds available.[4]

The District shall notify the parent/guardian weekly by phone when the student meal account is in arrears. When excess debt has accrued in a student meal account, the District shall notify the parent/guardian by phone and by mail and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The District may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits. If there is no response to the first letter, the Food Service Office shall send second notification both regular mail and certified mail enclosing the application for free/reduced school meal benefits pursuant to federal law. If there is no response to the letters or phone call, the parent/guardian debt information shall be sent to the District collection agency. Administration shall determine and publish minimum thresholds for weekly phone contact and excess debt prior to the start of the school year.[4][20][21]

School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner.[4]

District schools shall be prohibited from:[4]

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.
  2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
  3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.
- 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. Students in all grade levels shall be provided with a school breakfast or school lunch when the student forgets or loses his/her money or when his/her account has insufficient funds. The parent/guardian must inform the Food Service Office in writing or on the Skyward system if they do not wish their child to receive a meal when there are no funds available.[\[4\]](#)

## Legal

1. 24 P.S. 504
2. 24 P.S. 807.1
3. 24 P.S. 1335
4. 24 P.S. 1337
5. 42 U.S.C. 1751 et seq
6. 42 U.S.C. 1773
7. 2 CFR Part 200
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. 7 CFR 210.23
12. FNS Instruction 113-1 (USDA)
13. 42 U.S.C. 1760
14. 7 CFR 210.14
15. 7 CFR 210.13
16. 7 CFR 210.30
17. 42 U.S.C. 1758(h)
18. 3 Pa. C.S.A. 5713
19. Pol. 246
20. 42 U.S.C. 1758
21. 7 CFR Part 245
22. 7 CFR 15b.40
23. Pol. 113
24. Pol. 610
25. Pol. 626
26. Pol. 827
27. 7 CFR 210.15
28. 7 CFR 220.7
29. 7 CFR 210.9
30. 42 U.S.C. 1751
- P.L. 111-296
- 7 CFR Part 15
- Pol. 103