



POLICY 6.185

4-H I recommend that the Board adopt the proposed new Policy 6.185, entitled “School Food Service Funds.”

[Contact: Steve Bonino and Allison Monbleau, PX 52017.]

Adoption

CONSENT ITEM

- The Board approved development of this revised Policy at the development reading on July 9, 2008.
- The attached establishes policies for the District’s school food services program, recognizing the District’s participation in the National School Lunch, School Breakfast, Summer Food Service and After-School Snack Programs provided for by federal and state laws.
- The School Food Services Program is to be operated on a nonprofit basis and primarily for the benefit of students.
- The policy codifies the District’s practice of requiring all schools to participate in the National School Lunch and School Breakfast programs, and requires student meals to be provided in accordance with requirements of the USDA and SBOE.
- A free or reduced meal program is provided for all eligible students.
- The policy limits the sale of foods and beverages on school grounds to those provided by the Department of School Food Services.
- Competitive foods and beverages are permitted be available in middle and high schools only, up to one hour before the beginning of breakfast and one hour after the last lunch period.
- The responsibilities of the Director of School Food Services and the central administrative staff are outlined, as well as the responsibilities of the school principal and school staff and the responsibilities of the school food services manager for each school.
- Other School Board Policies addressing school food service components as the cost of school meals, food prepared outside of the school food service program and purchases for the food service program, are incorporated into

the policy.

- The Director of School Food Service is authorized to develop administrative procedural guidance for the operation of the food service program.

POLICY 6.185

SCHOOL FOOD SERVICE MANAGEMENT POLICY

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3 1. **In General.**

4 The School Board recognizes that nutritious meals are essential to a child's growth
5 and development and influences academic achievement. To this end, the School
6 Board believes that every school age child should have adequate nutrition, and
7 therefore the school district is authorized to participate in the National School
8 Lunch, School Breakfast, Summer Food Service, and After-School—Snack
9 Programs; to provide supplemental foods; and, to receive commodities donated by
10 the United States Department of Agriculture (USDA).

11 The School Food Service Program (the “Program”) shall be an integral part of the
12 district’s educational program, offering nutritional and educational opportunities for
13 students. The Program shall operate in accordance with the requirements set forth
14 in federal and state laws and regulations, and local laws and policies as adopted by
15 the School Board.

16 2. **Meal Service.**

17 All schools shall participate in the National School Lunch and School Breakfast
18 Programs and shall serve student meals according to meal patterns as required by
19 the United States Department of Agriculture and State Board of Education.

20 3. **Meal Prices.**

21 It is the policy of the School Board to provide free or reduced-price meals to eligible
22 students as provided by federal and state laws. The Program shall be operated on
23 a nonprofit basis and shall be primarily for the benefit of students. Meal prices
24 shall be approved by the School Board as provided for in School Board Policy 6.03
25 (Cost of School Meals).

26 4. **Sale of Competitive Foods and Beverages**

27 The sale of foods and beverages on school grounds shall be limited to those
28 provided by the Department of School Food Services, except as provided below.

29 a. Competitive foods and beverages may be available, in middle and high
30 schools of the school district, up to one hour before the beginning of breakfast
31 and one hour after the last lunch period.

32 b. Competitive foods and beverages shall not be sold during the school day at
33 any elementary school in the school district. “Competitive foods and
34 beverages” shall mean any food or beverage item sold to students that

35 compete with the school district's operation of the National School Lunch and
36 School Breakfast Programs. Items include those sold in vending machines or
37 those sold by students, parents or school administrative staff, or any other
38 person, company or organization.

39 5. **Assurance of Non-Discrimination Practices.**

40 The names of students and their meal status shall not be published, posted or
41 announced except as required by law. Thus, there shall be no overt identification
42 of any student by the use of special tokens, tickets, lists or by any other means.
43 Further assurance is to be given that a student eligible for free or reduced price
44 meals shall not be required to:

- 45 • Work for their meal;
- 46 • Use a separate room, go through a separate line, enter through a separate
47 entrance, eat at a different time or eat a different meal from the meal sold to
48 other children as a result of his or her status;
- 49 • Forego school breakfast or lunch as a disciplinary action; or
- 50 • Pay the full price of such meal, if determined to be eligible for a free or
51 reduced price meal.

52 6. **Compliance with Sanitation and Health Regulations.**

53 The Program shall meet the standards for food service and sanitation and safety as
54 required by the Florida Board of Health and Florida Department of Education.

55 7. **USDA Donated Commodities.**

56 U.S. Department of Agriculture donated commodities shall be received and used in
57 accordance with current USDA and applicable State Board of Education
58 agreements or rules. Such commodities shall not be sold, exchanged for any
59 purpose, or used in any manner which violates federal regulations.

60 8. **Responsibilities for School Food Services.**

61 a. **Responsibilities of School Food Service Director and Central**
62 **Administrative Staff:**

63 The responsibilities of the School Food Services Director and Central
64 Administrative Staff shall include, but not be limited to, the following:

- 65 i. To ensure the Program is operated in accordance with federal laws and
66 regulations, rules of the State Board of Education, and School Board
67 Policies;

- 68 ii. To develop the food service annual district budget;
- 69 iii. To develop and implement food service procedures and an accountability
70 system, including developing and distributing all necessary forms needed
71 for the program;
- 72 iv. To implement an ongoing system of in-service training for all food service
73 employees of the school system;
- 74 v. To administer the Manager Intern Training Program to qualify candidates
75 to be eligible for hire as School Food Service Managers at individual
76 schools;
- 77 vi. To administer the USDA Free and Reduced Price Meal Program and
78 approve those students who are entitled to free or reduced price meals.
- 79 vii. To Identify equipment and facilities in the school's Program for
80 maintenance and repair and recommending such needs to the Chief
81 Operating Officer and to replace equipment that has reached the end of
82 its productive use;
- 83 viii. To periodically inspect all food preparation and serving areas to ensure
84 that all health and sanitation standards are being met;
- 85 ix. To assist the principal upon request with selection of food service
86 personnel at individual school sites for recommendation to the
87 Superintendent for employment; and
- 88 x. To administer the USDA Donated Commodity Food Program, including
89 acquisition, warehousing, storage, allocation, and distribution to schools.

90 b. **Responsibilities of School Principal and School Staff**

91 The responsibilities of the principal and local school staff shall include, but not
92 be limited to, the following:

- 93 i. To ensure the Program in the school is operated in accordance with all
94 applicable federal and state laws, regulations and School Board policies;
- 95 ii. To schedule students to effect the greatest participation in the school's
96 Program;
- 97 iii. To ensure that the exclusion of a meal shall not be used contrary to the
98 non-discrimination provisions herein; and
- 99 iv. To ensure that all students new to the district receive a Free and

100 Reduced Price Meal Application.

101 c. **Responsibilities of School Food Service Manager**

102 The food service manager located at each school shall work under the
103 administrative direction of the principal and shall be subject to technical
104 supervision and oversight by the School Food Service Director in accordance
105 with School Board policy, federal requirements and other applicable state
106 laws. The food service manager in each school shall be responsible for
107 collecting and accounting for all student and adult receipts, and shall maintain
108 the required cash control procedures.

109 9. **Food Prepared Outside of the Program.**

110 If school cafeterias will be used by parties other than the staff of the Department of
111 School Food Service and involves the preparation of food, the provisions of School
112 Board Policy 6.27(Food Prepared Outside the Regular School Food Service
113 Program) shall be applicable.

114 10. **School Food Services Purchases.**

115 Purchases for the Program shall be governed by School Board Policy 6.17
116 (Purchasing for School Food Service) and shall be made in conformance with any
117 federal and/or state laws and regulations.

118 11. **Food Services Procedures**

119 The School Food Service Director or designees, shall develop school food services
120 procedures manuals containing administrative procedural guidance for the
121 operation of the Program, including appeal procedures for the denial of any
122 applications for free and reduced price meals. School Food Service employees,
123 principals and any other staff members designated by the principal shall be
124 expected to become familiar with and abide by all applicable provisions of the
125 manuals.

126 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.42; 1001.43

127 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.42(14); 1001.43; 1006.06 FS; 7CFR Parts
128 210-250;SBER: 6A-7.040; 6A-7.041; 6A-7.0411; 6A-7.0421; 6A-7.045, F.A.C.

129 HISTORY: ___/___2008

Legal Signoff:

The Legal Department has reviewed proposed Policy 6.185 and finds it legally sufficient for development by the Board.

Attorney

Date