



POLICY 6.185

5-F I recommend that the Board approve development of the proposed new Policy 6.185, entitled "School Food Service Management Policy."

[Contact: Steve Bonino and Allison Monbleau, PX 52012.]

Development

CONSENT ITEM

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

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

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16 2. **Meal Service.**

17 All schools shall participate in the National School Lunch and School Breakfast Programs
18 and shall serve student meals according to meal patterns as required by the United States
19 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 a
23 nonprofit basis and shall be primarily for the benefit of students. Meal prices shall be
24 approved by the School Board as provided for in School Board Policy 6.03 (Cost of School
25 Meals).

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

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

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

32 b. Competitive foods and beverages shall not be sold during the school day at any
33 elementary school in the school district.

34 “Competitive foods and beverages” shall mean any food or beverage item sold to
35 students that compete with the school district’s operation of the National School
36 Lunch and School Breakfast Programs. Items include those sold in vending
37 machines or those sold by students, parents or school administrative staff, or any
38 other 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 announced
41 except as required by law. Thus, there shall be no overt identification of any student by
42 the use of special tokens, tickets, lists or by any other means. Further assurance is to be
43 given that a student eligible for free or reduced price meals shall not be required to:

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

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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 agreements or
58 rules. Such commodities shall not be sold, exchanged for any purpose, or used in any
59 manner which violates federal regulations.

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

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

63 The responsibilities of the School Food Services Director and Central Administrative
64 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 Policies;

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

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

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

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

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

98 The food service manager located at each school shall work under the administrative

99 direction of the principal and shall be subject to technical supervision and oversight by
100 the School Food Service Director in accordance with School Board policy, federal
101 requirements and other applicable state laws. The food service manager in each
102 school shall be responsible for collecting and accounting for all student and adult
103 receipts, and shall maintain the required cash control procedures.

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

105 If school cafeterias will be used by parties other than the staff of the Department of School
106 Food Service and involves the preparation of food, the provisions of School Board Policy
107 6.27(Food Prepared Outside the Regular School Food Service Program) shall be
108 applicable.

109 10. **School Food Services Purchases.**

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

113 11. **Food Services Procedures**

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

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

122 LAWS IMPLEMENTED: Fla. Stat. §§1001.42(14); 1001.43; 1006.06 FS; 7CFR Parts
123 210-250;SBER: 6A-7.040; 6A-7.041; 6A-7.0411; 6A-7.0421; 6A-7.045, F.A.C.

124 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