

Section: E Business Management

Policy Code: EE Food Services Management

Policy:

FOOD SERVICES MANAGEMENT

The Board will operate a centralized food services program (Child Nutrition) in all schools in the district. Food services will include hot lunches in all schools through participation in the national school lunch program. Breakfast may be offered in the schools of the district subject to the approval of the principal.

The Director of Child Nutrition is charged with the responsibility of administering the program, implementing Board policy as it pertains to school food services and making recommendations concerning the program to the superintendent. Specific procedures relative to the food services program shall be detailed in a district handbook, revised as needed by the Director of Child Nutrition. The principal will be responsible for the scheduling and supervision of students during the meal period.

Food service personnel in the schools will be directly responsible to the food service manager in the school and to the principal.

School food services will operate on a non-profit basis and will comply with all state and federal regulations. Receipts from school food services will be kept in a separate account and will be utilized only for expenditures in that area. The cost of meals will be established by the Board.

The use of or opening of the food service facilities (kitchen or any equipment) for non-food service activities will be regulated by the Child Nutrition Office of the Rankin County School District. The use of the kitchen or any of the food service equipment (including ice machines) must have permission from the central office of the Child Nutrition Department. Food service equipment utilized shall be operated **ONLY** by or under the supervision of school food service personnel. The facilities are not to be unlocked or available to anyone without permission after the Child Nutrition staff locks the area for the day. Food Service personnel who work in the facilities for events other than food service activities must be paid by the group using the facility. School District employees are not permitted to volunteer work time for events outside regular work hours.

Students may bring meals from home to be eaten in the cafeteria and will be permitted to purchase milk and water. All students are expected to eat lunch at school and will not leave school grounds during the meal period unless permission has been granted by the principal.

Unless an exception is granted by the superintendent for emergency conditions, meals will be served on all reduced and full school days in which students are in attendance.

Parents may prepay meals in advance. Payments for lunch and breakfast may be combined on the same check or transaction. Payment options include cash, check, or by credit card using the designated prepay online application set forth by the district food service office. Credit balances for unused funds will be carried forward to the next week and/or year. However, upon written request from the parent, unused funds may be refunded by check through the district food service office.

Child Nutrition is a Federal Program. Meals cost cannot be charged in the cafeteria. However, the principal may establish a school loan fund for use by students in emergencies or when the student does not have the necessary funds to pay for a meal. If loan funds are not available, the student WILL be given a well-balanced alternate meal set forth by the district food service office. (2oz grilled cheese sandwich, the menu choice of fruits, vegetables and a variety of milk). Authorized school officials shall investigate repeat cases of no lunch funds or emergency circumstances.

In-kind meals are identified as meals served to Child Nutrition employees who are not required to pay for their meals. Child Nutrition employees means those persons on the Child Nutrition payroll responsible for providing cooking or serving food or operating kitchen equipment. Staff on the Child Nutrition payroll would be essential to the purpose of the program, therefore these meals would be allowable.

In-kind meals will be the same meal served to secondary students on the daily planned menu. No special food will be prepared for in-kind meals.

All personnel to be provided with in-kind meals must be approved by the Director of Child Nutrition services and Assistant Superintendent in charge of the Child Nutrition Program in the district.

Exhibits:

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Regulations:

References:

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