

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: March 10, 1997

REVISED: June 14, 2010

808. FOOD SERVICES	
1. 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.
2. Authority SC 504, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773	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. Unless they have been excused by the principal, all students are expected to remain in school for lunch.
SC 504	A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.
SC 504	Food sold by the school may be purchased by students and district employees but only for consumption on school premises or at other school-sponsored events. The charge to the student must be set at a level so that the charge to the student, plus any local, state, and federal reimbursement, does not exceed the cost of operation.
3. Delegation of Responsibility	The operation and supervision of the food services program shall be the responsibility of the Food Service Director.
SC 504, 1337	Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Superintendent monthly and auditor annually.
35 P.S. Sec. 665.12a 42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13	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.

<p>Pol. 246</p>	<p>To reinforce the district’s nutrition education program, foods served in school cafeterias shall:</p> <ol style="list-style-type: none"> 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 <p>The district shall use food commodities for school menus available under the Federal food Commodity Program.</p>
<p>4. Guidelines SC 504</p>	<p>Surplus accounts shall be used only for the improvement and maintenance of the food service program.</p> <p>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 the manner approved and directed by the Board, but no amount shall be transferred from the Food Service 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.</p>
<p>42 U.S.C. Sec. 1751 et seq 7 CFR Part 210</p>	<p>The district shall participate in the National School Lunch Program.</p>
<p>Pol. 103, 103.1</p>	<p>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.</p> <p><u>School Food Safety Inspections</u></p>
<p>42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13, 220.7</p>	<p>The district shall obtain two (2) safety inspections per year in accordance with all local, state, and federal laws and regulations.</p> <p>The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.</p>

<p>42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210, 220</p> <p>7 CFR Sec. 210.9, 210.13, 220.7</p>	<p><u>School Food Safety Program</u></p> <p>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.</p> <p>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.</p> <p><u>School Meal Accounts</u></p> <p>All students and parents/guardians shall be notified of the policy at the beginning of the school year or upon subsequent entrance to the school district if the student enters midyear. This policy will be included on the Northern Lehigh School District web page.</p> <p>Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.</p> <p>All students will be assigned a Personal Identification Number (PIN).</p> <p>Students access their account by providing their PIN to the cash register attendant.</p> <p>Use of the computerized point-of-sale debit system shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none">1. Student may pay for meals or food items each day with cash but must use the PIN.2. Student may apply money to their account at any time to be used to purchase meals or food items at a later date.3. In the event an elementary student does not have cash to pay for his/her meal or has insufficient funds in his/her account:<ol style="list-style-type: none">a. No extra menu items may be charged.b. The meal will be provided and the account charged for a full-price meal.
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- c. Parents/Guardians are notified.
 - d. The Food Service Director may exclude students from the lunch program when their account balance due equals the cost of three (3) lunches.
 - e. During the last week of school, elementary students must have a positive cash balance or cash in hand in order to make purchases of any kind. There will be no charges permitted.
4. Secondary students who do not have money on account or cash to purchase a meal will not be permitted to charge meals or a la carte food item.
 5. Students cannot charge snacks or extra items if his/her account reflects an outstanding balance.

Account Balances

Students (and thus parents/guardians) will be notified as account balances decline in accordance with established procedures to avoid negative account balances. Failure to pay any outstanding balance may result in civil action by the school district to collect such balances.

Refunds from student accounts are permitted only in the event that a student leaves/withdraws from the school district, or the refund is requested by a parent/guardian under special circumstances. Any refund will be paid in full but must be requested in writing.

No interest will be paid on positive student account balances, nor will overdraft fees be assessed against negative account balances. In the case of returned checks (NSF, closed accounts, etc.) from the banking company, a fee will be charged equal to that assessed against the school district by the bank. No further checks will be accepted until the account is up-to-date and in good standing.

The Superintendent, in cooperation with the Food Service Director, is authorized to create regulations for implementation of this policy.

References:

School Code – 24 P.S. Sec. 504, 1335, 1337

Public Eating Places – 35 P.S. Sec. 655.12a

Child Nutrition and WIC Reauthorization Act of 2004 – 42 U.S.C. Sec. 1751 notes

School Lunch and Breakfast Programs – 42 U.S.C. Sec. 1751 et. Seq. 1773

National Food Service Programs, Title 7, Code of Federal Regulations –
7 CFR Part 210, Part 220, Part 215, Part 245

Board Policy – 000, 103, 103.1, 246, 808.1