

# Obion County Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Food Service Management</b>	Descriptor Code: <b>3.500</b>	Issued Date: <b>12/03/07</b>
		Rescinds: <b>3.500</b>	Issued: <b>06/05/06</b>

1 The School Nutrition Program will be operated on a nonprofit basis and will comply with all rules and  
2 regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods  
3 and will meet all state and federal requirement necessary for participation.  
4

5 The system's food service supervisor will oversee the program. All products and services necessary for  
6 the operation of the school nutrition department shall be procured using the Board-approved procurement  
7 plan which must comply with federal and state purchasing procedures.  
8

9 School Nutrition may include the following programs: National School Lunch Program, School Break-  
10 fast Program, and Afterschool Snack Program. Meals and snacks that are offered shall meet the federal  
11 requirements for reimbursement as defined by the federal regulations. School food service receipts will  
12 be used only to pay regular food service operating costs. When food service facilities are used by out-  
13 side agencies, an adequate fee will be charged and the manager will ensure that no USDA commodities  
14 or supplies provided for the regular program are used.  
15

16 As required for participation in the School Nutrition programs, the Board agrees to the following:

- 17 1. Meals/snacks must be made available to all students in attendance.
- 18 2. Free and reduced-price meals/snacks must be made available to students who are determined  
19 eligible for these benefits.  
20

21  
22 Students will be permitted to bring their lunches from home and to purchase beverages and a la carte  
23 items at school.  
24

## 25 **OFFER VERSUS SERVE**

26  
27 For breakfast, a student must take the full portions of no fewer than three of the four food items of-  
28 fered.  
29

30 For lunch, a student must take the full portions of no fewer than three of the five food items offered.  
31

## 32 **FREE & REDUCED PRICE MEALS**

33  
34 The criteria and procedures for determining a student's need and steps in securing for students no-cost  
35 or reduced-cost lunches as established at the state/federal level will be outlined and made known by  
36 the principal.  
37

38 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from  
39 students who pay the regular price. Their names will not be made known to any person except such  
40 staff member(s) as needed to make the special arrangements for them.  
41

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47

**COMPETITIVE FOODS/VENDING MACHINES**

Any sale of food and beverages (other than competitive foods) to students during the school hours will be under the supervision of the school food service department and the revenue will be deposited to the food service account.

The sale of all competitive food and beverages to students during the school hours shall be limited to foods and beverages listed on the Tennessee Department of Minimum Nutritional Standards. These sales will be limited to the time period after the end of the last lunch period.

Vending machines in the schools will be controlled so that they will not offer competition to the school feeding programs or encourage poor eating habits. Vending machines may be operated by the school for employee use only in designated employee lounges.

Any sale of food and beverages through commercial vending machines at school system locations other than schools, shall be under the supervision of the board of Education or its' designee. Any revenue earned through the use of such machines will be deposited to the general purpose school fund.

Procedures for implementing guidelines established by the State Department of Education Food Service Division are on file in the district food service procedures manual.

**CHARGING**

Students may charge meals for a period of one week. This time frame gives the student leeway in case he/she forgets his/her money. If the allowed credit limit has been reached the student will be sent to the principal's office to make arrangements for payment or will be served an alternate meal.

There will be a \$25.00 charge for all returned checks. Persons who have had a returned check during the school year must make future payments in cash.

No charges will be allowed for the purchase of milk or other a la carte items.

**SANITATION**

The food service supervisor and principals will be responsible for implementing regulations from the Department of Health. The school cafeterias must meet acceptable standards of cleanliness at all times.