

Board Policy EE: Food Services Management

Status: ADOPTED

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Food Services Management

The Board of Public Education for Bibb County ("Board") is committed to supporting the well-being of students by developing and maintaining an effective nutrition program. The School Nutrition Program (SNP) will be viewed as a part of the total educational program through the cooperative efforts of administrators, teachers, and school nutrition personnel. The SNP shall be managed by a properly certified and trained school nutrition employee, as required.

The SNP will adhere to all local, state, and federal policies and regulations. Bibb County School District ("District") will maximize student participation and quality meals in the SNP by the following:

1. Provision of nutritious meals to all students, regardless of income or family status;
2. Delivery of nutritional education so that students are equipped for a lifetime of nutritional wellness.
3. Compliance with the requirements for school food programs as mandated by federal and state law and by the State Board of Education.

The school cafeteria is an integral part of the educational environment and should be a source of learning in the following areas:

1. Nutrition
2. Health
3. Formation of good food habits
4. Sanitation and safety
5. Positive behavior

The primary responsibility of the program is to provide the basic nutrition needs of the children. Basic nutrition is that which meets the U.S. Recommended Dietary Allowances (RDA's) and USDA Meal Pattern Guidelines under the Healthy Hunger Free Kids Act (HHFKA). Students eligible for a free or reduced priced meal shall be offered a meal that meets all requirements. The "Offer versus Serve" option is the preferred method of service at all school levels to reduce waste and expenses associated with unwanted food. "Offer versus Serve" is mandatory by regulation in the High Schools.

It is the responsibility of the SNP Administration, meal planner, managers and staff to ensure that all processes, preparation and service result in meals that meet all applicable regulations.

Modifications to Student Meals/Special Dietary Needs

The District will make meal modifications, including substitutions, for students with a disability and whose disability restricts their diet, including students with an Individualized Education Program ("IEP") or on a 504 Plan. The modification must be related to the disability or limitations caused by the disability and must be offered at no additional cost. In order to provide the modified meal, a Special Diet Medical Statement Form or equivalent by a State licensed healthcare professional (doctor, physician assistant, nurse practitioner, or registered dietitian) must be submitted to the District.

The food(s) to be omitted, included, modified, etc. should be listed as well as the appropriate suggested substitute(s), quantity, the medical reason for the modification and effective dates. Also, included in the instance of allergens should be the possible symptoms of the child's reaction. If the medical statement provided does not fully explain the modifications needed, a representative from the SNP should contact the parent/guardian and ask for an amended medical statement. The statement will be maintained digitally within the SNP office's food service management program e and Cafeteria Manager's Files. The SNP will protect the privacy of children who have a disability as required by law and will limit sharing of information with site staff unless necessary to provide modification. To support a student's IEP, 504 Plan or medical plan, the SNP personnel (Manager, Dietitian, or Site Support Manager) should be consulted or included in initial team meetings. The specific procedures for requesting meal modifications for disabilities and the process for procedural safeguards related to meal modifications for disabilities can be found on the District's website at eatrightbibb.com.

Meals Brought from Home

Students and faculty may bring meals prepared at home into a school lunchroom. The SNP will not be responsible for the safety of meals brought from home by students or faculty. Due to safety standards and health department regulations, meals brought from home are the responsibility of the person bringing the meal and may not be stored in the cafeteria or kitchen.. .

Adult Meals

Adults, such as parents/guardians, school volunteers, or those having official business with the school, may be permitted to purchase a meal in accordance with District policy and regulations.

District employees and all other adults, , are required to pay for all food and beverages from the SNP. SNP personnel are exempt from this requirement in certain circumstances as provided by federal and state guidelines.

Adults will be offered the same foods served to students with portions equivalent to, but not more than those served to high school students. Larger portions, additional portions or individual items will be sold at the current a' la carte price(s) established according to the standards for supplemental food sales. No food will be sold as a "to go" item, unless it is sold to a District employee.

Any violation of this policy should be reported to the manager and principal. It is the responsibility of the manager and principal in the individual school to ensure all adults pay for school lunches.

It is the responsibility of the principal to monitor the scheduling of adults and guests to assure priority in the most efficient preparation and service of meals to students and guests. All District policies and procedures governing visitors to the school will apply.

Payment for Meals

The District is currently a Community Eligibility Provision (CEP) school district, meaning no student is required to pay for a reimbursable meal (Breakfast, Lunch). Students may purchase a la carte, extra portions or other such items at the current price.

Student, as necessary, District employee, and guest lunch prices will be set annually and approved by the Board during the SNP budget review.

Payment must be made by credit card or cash, no charging will be allowed and no checks will be accepted.

Community Use of Cafeteria and Catering Special Functions

SNP funds will not be used to support the cost of meal preparation and service other than the regularly scheduled breakfast and/or lunch and snacks, as approved by the Georgia Department of Education.

SNP funds, purchased or donated foods to the SNP program, SNP personnel, etc., will not be used for functions

such as football camp, student club dinners, faculty dinners and the like. The full cost of providing food for such functions must be borne by the customer or host group.

Community use of the cafeteria is governed by Policy KG and Regulation KG-R(1) - Use of School Facilities.

Use of School Nutrition Funds

School nutrition operating funds will be used in accordance with current state and federal guidelines.
