

**5.08 FOOD AND NUTRITION SERVICES**

A. Objective

1. The objective of the Food and Nutrition Services program is to safeguard the health and well-being of Clay County students by providing standards for School Food and Nutrition so that the relationship between good nutrition and the capacity of students to develop and learn is clearly demonstrated.

(Ref. F.S. 1006.06) (Adopted: 01-08-81) (Revised: 08-08-85) (Revised: 12-18-97)

B. Responsibilities

1. District School Board

- a. The District School Board shall consider the recommendations of the Superintendent and provide for an appropriate food and nutrition program for students consistent and in compliance with all state board rules and federal regulations.

2. Director of Food and Nutrition Services

- a. The Food and Nutrition Services Director will work under authority delegated by the Superintendent and shall assume the responsibility for the organization and administration of a Food and Nutrition Services program that meets the obligations assumed by the Board. The Director of Food and Nutrition Services shall be directly responsible to the Assistant Superintendent for Business Affairs in a line/staff relationship.

3. Principal

- a. The Principal and the Director of Food and Nutrition Services will cooperate in the operation and administration of the Food and Nutrition Services Program.

4. Teachers

- a. Activities concerning the Food and Nutrition Services program shall be channeled through the principal.
- b. Teachers shall have the privilege of using the school cafeteria facility and resources as a learning laboratory for students. After approval of the principal, advanced arrangements shall be made with the cafeteria manager.

5. Cafeteria Manager

- a. The Cafeteria Manager is under the administrative supervision of the principal and the technical supervision of the Director of Food and

Nutrition Services. The manager is responsible for the operation of the department in an efficient and satisfactory manner following the procedures and regulations of the District Food and Nutrition Services Program, State Rules and Federal Regulations. Procedures for employee uniforms and the HACCP System shall be followed as directed by the Food and Nutrition Services Department.

6. Cafeteria Assistants

- a. The Cafeteria Assistants shall work under the direct supervision of the manager and are responsible for satisfactorily performing duties assigned. Procedures for employee uniforms and the HACCP System shall be followed as directed by the Food and Nutrition Services Department.

(Ref. F.S. 1006.06) (Adopted: 01-08-81)(Revised: 08-08-85)(Revised: 12-18-97)

C. General Program Policies

1. Cafeteria Staffing and Allocation of Employees

- a. The allocation of hours for determining the staff of each cafeteria shall be based on the current recommendations of the Department of Education, Food Nutrition Management Section, type of program, facilities and meal service schedules. The staffing function shall be centralized to the Food and Nutrition Services Department, although scheduling of employees is delegated to the cafeteria manager.

2. Purchasing

- a. Purchases of all food, non-food and supply items for the programs shall be made in compliance with Florida Statutes, State Board Regulations, and policies of the School Board of Clay County.

3. Audits

- a. Food and Nutrition Services Department records "shall be audited at least once annually by a person or persons designed by the District School Board of Clay County." Federal audits and state program audits are performed at intervals.

4. Restrictions for Food Preparation and Serving Area

- a. No unauthorized persons are allowed in the food preparation or serving area at any time during the normal school day.

5. Food and Nutrition Services Program Requirements

- a. All school meals served in Clay County shall be in compliance with the standards prescribed by Federal Regulations.

6. Additional Food Service

- a. There shall be no food service in the schools of Clay County except as described herein. The sale of food and beverage items in direct competition with the district approved Food and Nutrition Services Program shall be prohibited as prescribed by SBR 6A-7.042.

7. Regulation Regarding Removal of Food from School Cafeterias

- a. No food or scrap food is to be carried away from the school cafeteria at any time except by a garbage collector or when food is served in conjunction with the instructional program.

8. Other Reimbursed Programs

- a. Reimbursed programs may be requested as the need is evidenced by the school population and provisions are made by the State and/or Federal Governments.

(Ref. F.S. 1006.06)(Adopted: 01-08-81)(Revised: 08-08-85)(Revised: 12-18-97)

D. Food and Nutrition Services Meal Policies

1. Free and Reduced Price Meals

- a. The Director of the Food and Nutrition Department or designee has the responsibility of approving students for free or reduced price meals, and for free and reduced priced meal verification. These determinations shall be made according to Federal and State regulations and shall be approved annually by the District School Board and Department of Education. School-based Food and Nutrition Services personnel shall receive lunch as a part of their salary.
- b. No employee of the School District of Clay County (other than Food and Nutrition Services employees) shall receive lunches in return for cafeteria duty.

2. Guest Lunches

- a. All adult lunches must be paid for by the guest or the person acting as host.
- b. Parents are encouraged to eat in the school cafeterias occasionally to become familiar with the program. Other persons authorized to eat in the school cafeterias are: school board employees, salesmen at schools on official business, educators visiting from other school systems, workmen employed by companies performing jobs at the schools, government officials and interested citizens of the community when approved by the principal.
- c. The Food and Nutrition Services program is non-profit and is not in competition with commercial establishments.

3. Sale Price of Meals

- a. Sales price of meals in the county shall be uniformly based on the following classifications:
  - 1) Elementary schools
  - 2) Middle/junior high schools and high schools
  - 3) Adults (sale price of adult meals is to be standardized county-wide and shall be in accordance with local, state and federal requirements)

4. Reimbursable Meals Program

- a. All schools in Clay County will participate in a breakfast and lunch meal program reimbursed by the Federal Government through the State of Florida. Other reimbursable programs will be offered, as required by the State of Florida and may also be offered where a need for the program exists.

5. Foods Prepared Outside of School Cafeterias

- a. Foods prepared outside the Food and Nutrition Services cafeterias may not be served to the students within the school meals program. This includes food prepared by other school related groups.

6. Refreshments for Special Group Meetings

- a. Whenever refreshments (coffee, tea, cookies, etc.) for any group are requested, proper financial arrangements must be made. Under no circumstances are refreshments to be paid for from the School Food and Nutrition Services funds.

E. Employee and Student Wellness

1. The School District of Clay County is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

During the school year, employees and students of Clay County schools will have an increased awareness of wellness and opportunities for a healthy lifestyle by accomplishing the following goals:

- a. Assure the school environment is a safe, comfortable and pleasing environment for consuming meals.
- b. Assure that all food made available in the cafeteria and through out the campus adhere to food safety and security guidelines.
- c. Assure that the schools provide a physical and social environment that encourages activity for all students.
- d. Food and Nutrition Services will attempt to ensure that student access to food and beverages meet federal, state and local laws and guidelines.

- e. Food and Nutrition Services will offer a variety of age appropriate healthy food and beverage selections for all grade levels.
- f. Reimbursable school meals will not be less restrictive than regulations and guidance issued by the USDA.
- g. The National Association of State Boards of Education recommends that students should be provided adequate time to eat lunch (at least 20 minutes) and breakfast (at least 10 minutes), respectively, from the time the student is seated.
- h. The district will strive to increase participation in the available federal Child Nutrition Programs – school breakfast, school lunch, and summer food service programs.
- i. Assure that menu items in cafeteria include healthy options: i.e., pizza with whole grain crust, baked French fries with zero trans-fats, water, reduced sugar and fat free milk, whole wheat cookies and rolls, fresh salads and fruit.
- j. Promote and encourage student-oriented wellness and fitness activities (i.e., monthly fitness challenge in each elementary school.)
- k. Conduct yearly employee and student-based wellness fair.

(Ref. F.S. 1006.06) (Adopted: 09-08-83)(Revised: 08-08-85, Revised: 12-18-97, Revised: 00/00/00)