

<b>Bartlett City Board of Education</b>		<b>3016</b>
Descriptor Term: <b>FOOD SERVICE MANAGEMENT</b>	Descriptor Code: <b>Support Services</b>	Issue Date: <b>07/24/2014</b>
	Rescinds:	Revised: <b>07/27/2017</b>

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

5 The District's School Nutrition Supervisor will oversee the BCS Nutrition Program. All products  
6 and services necessary for the operation of the School Nutrition Department shall be procured  
7 using a procurement plan which complies with federal and state purchasing procedures.

8 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit  
9 and Vegetable Program, and School Breakfast Program. Meals that are offered shall meet the  
10 federal requirements for reimbursement as defined by federal regulations.

11 As required for participation in the School Nutrition Programs, the Board agrees to the following:

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

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16 Free or Reduced Price Meals

17 The criteria and procedures for determining a student's need and steps in securing for students  
18 no-cost or reduced-cost lunches as established at the state/federal level will be outlined and made  
19 known by the principal. Students who participate in no-cost or reduced-cost meals will not be  
20 distinguished in any way from students who pay the regular price. Their names will not be made  
21 known to any person except such staff member(s) as needed to make the special arrangements  
22 for them.

23 Competitive Foods/Vending Machines

24 All schools shall offer school meal programs with menus that meet the patterns and nutrition  
25 standards established by the U.S. Department of Agriculture and State Board of Education's  
26 Minimum Nutritional Standards for individual food items sold or offered to pupils in Pre-K through  
27 Twelve (PK-12). When school snack programs are offered, they will meet all USDA program  
28 standards. The school nutrition director shall be responsible for overseeing the school district's  
29 compliance with the State Board of Education Rules and Regulations for sale of food items in the  
30 School Nutrition Department Programs that include school breakfast, lunch, a la carte and snack  
31 programs.

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<sup>1</sup> 42 U.S.C. 1758; T.C.A. 49-6-2301 *et seq.*; 7 C.F.R. 210.10; 7 C.F.R. 210.12; 7 C.F.R. 210.13

1 Sanitation

2 Principals shall be responsible for implementing regulations from the Department of Health and  
3 seeing that school cafeterias meet acceptable standards of cleanliness at all times.

4 Offer v. Serve

5 Each school shall offer its students all five required food components as set forth in the school  
6 lunch pattern. Under the offer vs. serve regulation, students may decline up to two components  
7 on the menu with no effect on the price of the meal. One vegetable or one fruit must be included  
8 on each student's tray as part of a reimbursable meal. Students shall be allowed to refuse one of  
9 the four components required in the breakfast program. Preschool classes may be exempt from  
10 offer vs. serve at breakfast and lunch.

11 Meal Charge

12 In the event a student does not have adequate funds to purchase a meal, he or she may charge  
13 the meal according to procedure. The Superintendent shall ensure that this procedure is provided  
14 in writing to all households at the beginning of each school year and to households that transfer  
15 to the school. Further, families may access this policy and the meal charge procedure in the  
16 Student Handbook posted on the BCS website.

17 Collection of Meal Charges

18 The District shall make reasonable efforts to collect debts resulting from unpaid meal charges  
19 prior to the end of the school year. Uncollected charges from the previous fiscal year shall be  
20 considered delinquent debt. The Superintendent shall establish reasonable methods and a  
21 timeframe for collection of delinquent debt. Any use of third parties to collect delinquent debt must  
22 be approved by the Board. Upon recommendation of the Superintendent, the Board may classify  
23 delinquent debt as bad debt which shall be considered uncollectable and categorized as an  
24 operating loss.