

# **720 FOOD AND NUTRITION SERVICES PROGRAM**

## **I. PURPOSE**

The purpose of this policy is to define the responsibilities of the school district Food and Nutrition Services Program.

## **II. GENERAL STATEMENT OF POLICY**

The school district recognizes the role proper nutrition has in student learning. Alexandria Public Schools is committed to providing appropriate school breakfast programs, school lunch programs and other related food service programming. The food and nutrition services program will follow state and federal guidelines when providing school breakfast and school lunch programs.

## **III. RESPONSIBILITY**

- A. The food and nutrition services director shall be responsible for administering the food service program. This includes planning and assessing requirements, training and in-service, budgeting and financial management and supervision.
- B. The food and nutrition services director reports to the director of business services, who will serve as the district administrator for the food and nutrition services program.

## **IV. GUIDELINES**

- A. The food and nutrition services program will be a self-supporting program and utilize maximum reimbursements provided through various federal and state programs in which it participates.
- B. The program will follow nutrient standard menu planning guidelines. Current nutrition knowledge shall also play a critical function in this process. Substitutions and accommodations to the regular meal plan will be made for students who are unable to eat school meals because of their disabilities relating to special dietary needs when the need is certified and based on a prescription written by a licensed physician and there is a 504 Plan in place for the student. (Rehabilitation Act of 1973, Section 504 and the Americans With Disabilities Act [ADA] of 1990).
- C. The food and nutrition services director will coordinate food service operations in each district building. Use of the kitchen facilities outside of the food and

nutrition services program must meet the established guidelines of the Use of School District Facilities and Equipment Policy #902, and a designated employee of Food and Nutrition Services who holds a certified Food Manager License must be present during the event.

- D. No sales or serving of food and beverages other than by the food and nutrition services program will take place in the cafeteria area during the school day without prior approval of the food and nutrition services director and district administration. No other organizations, without approval of the food and nutrition services director and district administration, will be allowed to sell or serve the following items: entrees, soups, salads, sandwiches, desserts, breakfast items and other items considered meals. Other food and beverage sales during the school day must follow USDA guidelines for Smart Snacks and may be allowed upon approval of the superintendent and considering the following conditions:
  - 1. The sales meet the legal requirements
  - 2. The sales offered by a school-sponsored organization and profits will be used to enhance specific district programming.
  - 3. The sales must meet local and state health and safety regulations and necessary permit work must be completed.
- E. The food and nutrition services program will strive to promote positive nutrition messages through the food that it serves for reimbursable school meals and through educational materials in the district. All food items sold through the reimbursable meal lines will adhere to the guidelines defined by USDA No. 210.11.
- F. Free, reduced and paid meals will be offered to students and the food and nutrition services program will follow all regulations related to this offering.
- G. The food and nutrition services program will offer a catering service for various district functions. District organizations and schools are encouraged to access this catering service.

**Legal References:**

Section 504 of the Rehabilitation Act of 1973

Americans with Disabilities Act of 1990 (ADA)

National School Lunch, School Breakfast and Child and Adult Care Food Program Regulations  
1988

**Cross References:**

Policy 902 (Use of School District Facilities and Equipment)

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