



3.60.010-AD Purposes of School Child Nutrition Programs

The Portland public schools district participates in the National School Lunch, School Breakfast, Commodity Distribution, After-School Snack (NSLP) and Summer Food Service programs. Nutrition Services provides other foods for sale that support these Child Nutrition Programs and the needs of the district.

(1) Purpose:

- (a) To support the demonstrated relationship between food, nutrition, wellness, learning and the nation's goal for excellence in education for all children.
- (b) To aid students in developing healthy food habits through providing nutrition education and healthful food choices that reflect dietary guidelines and student preferences.
- (c) Offer the benefits of Federal Child Nutrition Programs to students.
- (d) To provide nutritionally appropriate foods in an optimal serving and dining atmosphere.
- (e) To provide a practical learning-through-work experience where students may develop an understanding of and practice sanitary methods of handling foods.
- (f) To sell a la carte foods that will support the Child Nutrition Program.
- (g) To meet the food service needs of the district.

(2) Standards — Programs Are to Be Planned, Organized and Implemented:

- (a) To meet state and federal mandated program regulations including meal accountability, fiscal controls and accountability, free and reduced price meal procedures, civil rights compliance, sanitation and safety;
- (b) To achieve efficiency of operation through effective program management practices, properly equipped facilities and purchasing practices, which ensure the use of high quality, affordable products which meet nutrition standards;
- (c) To ensure that meals offered to students under the Child Nutrition Program reflect Recommended Dietary Allowances (RDA's) and US Dietary Guidelines for Americans and meet United States Department of Agriculture (USDA) regulations;

- (d) To ensure that foods as a la carte adjuncts to the Child Nutrition Program balance nutritionally appropriate choices and student preferences;
 - (e) To ensure that nutrition education is an integral part of the district's curriculum;
 - (f) To help meet Oregon Educational Act for the 21st Century requirements by providing practical work experiences for students in coordination with district schools and departments that will assist students to prepare for post secondary academic pursuits and professional technical careers;
 - (g) To provide staff development for Nutrition Services personnel as needed to implement the district's program;
 - (h) To partner with community, businesses and other agencies when it benefits students and is consistent with district and department purposes.
- (3) **Responsibilities:**
- (a) Board/District:
 - (A) Standard Prices. Standard prices for adult meals and student reimbursable meals shall be established by the Board. The Director of Nutrition Services shall establish all other food sale prices.
 - (B) Protect the fiscal stability of the Cafeteria Fund through strict adherence to USDA program regulations regarding use of reserves and by providing the necessary infrastructure to ensure program purposes and standards are met.
 - (C) The district shall retain responsibility for providing food service capital equipment.
 - (b) Nutrition Services Department/Director — The Director of Nutrition Services, in complying with state and federal laws and regulations, guidance and instruction relating to such services, and in keeping with established Board policies and regulations will retain responsibility for:
 - (A) Compliance with state and federal law in Nutrition Services;
 - (B) Directing all aspects of the USDA Child Nutrition Programs, including:
 - (i) Complete a permanent program agreement with the Oregon Department of Education (ODE). An update of program information will be submitted annually;
 - (ii) Designate an employee(s) to determine eligibility for free and reduced-price meals;
 - (iii) Use the federal income guidelines to determine eligibility;
 - (iv) Distribute to each school the district's parent letter and confidential application form for free and reduced-price meals.

District prepared materials will be submitted for ODE approval before printing and distribution. The letter and application shall be distributed through the schools in cooperation with building principals at the beginning of each school year and at such other times during the year for new students and others as appropriate to ensure timely notification. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year;

- (v) Establish a fair hearing process under which a household can appeal an eligibility decision made by the district;
- (vi) When a significant number of the district population needs information in a language other than English, the district will provide program materials in the appropriate language(s) as translation services are available from ODE;
- (vii) Ensure compliance with United States Department of Agriculture (USDA) requirements that in the operation of child feeding programs no child will be discriminated against because of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or family status. The USDA's non-discrimination statement will be posted and included on program materials as required. Display in a prominent place the non-discrimination poster developed by the United States Department of Agriculture (USDA), Food and Nutrition Service. Additionally, the District will ensure that all forms of communication and printed program information that are disseminated, especially the free and reduced-price notification letter, application forms and public releases, include the following:
 - (I) A statement that program benefits and services are available to all students without regard to race, color, sex, disability, age or national origin; and
 - (II) Notification that discrimination complaints are to be directed to a building administrator. All complaints will be documented and referred by the district to the Child Nutrition Programs.
- (viii) Provide an offer versus serve program in district breakfast and lunch programs grades K-12;
- (ix) Develop a collection procedure and accountability system that meets federal program requirements;
- (x) Promote proactive food safety practices throughout district School Child Nutrition Programs;

- (xi) Submit, prior to implementation, any policy or procedural change made by the district to the ODE, Child Nutrition Programs;
 - (xii) Comply with sanitation rules and guidelines for school food services as promulgated by state and local health divisions;
 - (xiii) Select one of the USDA approved menu planning options to provide nutritious, well-balanced meals to students as defined by 7 CFR 210.10 and 220.8;
 - (xiv) Price all reimbursable meals as a unit;
 - (xv) Make substitutions in food items/menu items required for students who have disabilities, as defined by 7 CFR 15b and whose disability restricts their diet, when supported by a signed medical statement by a physician of the need for substitutions that includes recommended alternate foods. Substitutions may be made for other students with special dietary needs when supported by a signed statement by a recognized medical authority (i.e., physician, physician's assistant, nurse practitioner or registered dietitian).
- (C) Directing school building and program wide food service operations;
 - (D) Selecting, supervising, and evaluating Nutrition Services staff;
 - (E) Equipment procurement and maintenance;
 - (F) Program fund expenditures;
 - (G) Purchase of foods. All food prepared and/or served in cafeterias of the district shall be purchased through and according to specifications of the Office of Nutrition Services. All food prepared on school premises must be for the consumption on school premises or at school activities only. Any leftover food must be disposed of in a manner consistent with program standards;
 - (H) Ensure that all adults shall pay the established meal price, and that there shall be no charge accounts. In accordance with federal law, student meal revenue shall not be used to subsidize adult meal or other food prices;
 - (I) Partner with the district waste and energy management efforts to ensure efficiency of resource use;
 - (J) Solicit input from customers to provide continuous program improvement.

- (c) School administrator/principal — principals are responsible for the following areas:
 - (A) Establishing serving schedules including adequate program access, time and space to eat school meals to ensure that all students can receive the benefits of the program. Minimally after serving, students shall be provided with 20 minutes of eating time;
 - (B) Distribute to each student's parents the district's parent letter and confidential application form for free and reduced-price meals provided by the Nutrition Services Department at the beginning of each school year and at such other times during the year for new students and others as appropriate to ensure timely notification;
 - (C) Providing supervision of students during meal service times;
 - (D) Providing a clean, well-maintained, hospitable cafeteria environment in which adults model appropriate dining behavior;
 - (E) Providing and selecting elementary and middle school student workers;
 - (F) Informing Nutrition Services staff of any special activities affecting the meals program, such as field trips, PTA/PTO meetings, special schedules, outdoor school and other activities;
 - (G) Ensuring building-level cooperation with compliance of federal law, and Board policy prohibiting competitive food sales and the sale of foods of minimal nutritional value and all program standards and limitations in Section 3. of this policy.
 - (H) Assuring, as part of regular inspections and in cooperation with the Director of Nutrition Services, the review of building food service areas of operation for safety, security and sanitation recommendations and corrections, as appropriate.

Food Services Apart from Nutrition Services:

(4) **Purpose:**

- (a) Food sales are allowed only to fulfill curriculum activities or district fund raising requirements. However, since the Board believes that good nutrition is important for high academic achievement, food service operations including vending machines, student stores, school marketing classes, and fund raisers should offer food choices that provide the opportunity for students to select products that reflect the nutrition principles taught within the health curriculum.

(5) **Definitions:**

- (a) Food Service Area — The school cafeteria, areas or rooms adjacent to the cafeteria, or hallways leading to the cafeteria.
- (b) Competitive Food Sales — Any food sales that compete with federal Child Nutrition Programs and could impact either student participation or revenue. Specifically, any food sales apart from those operated as a part of Child Nutrition Programs that occur during breakfast or lunch service periods in the food service area.
- (c) Foods of Minimally Nutritious Value — Foods of minimal nutritional value are defined as those foods which provide less than five percent of the U.S. recommended daily allowances for each of eight specific nutrients per 100 calories and per serving. Specific foods that are identified as not meeting these criteria include all carbonated beverages, water ices, chewing gum and a variety of candies (hard candies, jellies and gums, marshmallow candies, fondants, licorice, spun candies and candy-coated popcorn).

(6) **Standards/Limitations:**

- (a) It is also the intent of the Board that food sales comply with all state and federal regulations and the intent of the National School Child Nutrition Program regulations.
- (b) No Competitive Food Sales shall be allowed in any school.
- (c) School restrictions.
 - (A) Elementary Schools;
 - (i) No food sales of any type apart from the Nutrition Services program shall be allowed until 30 minutes after the end of the last lunch period.
 - (ii) It is the policy of this district that during the years through grade eight when children are forming eating habits, foods of minimal nutritional value shall not be sold in the elementary schools.
 - (iii) Vending machines apart from the Nutrition Services program shall not be operated in elementary schools where they are available to students.
 - (B) Middle Schools;
 - (i) No food sales of any type apart from the Nutrition Services program shall be allowed until 30 minutes after the end of the last lunch period.
 - (ii) It is the policy of this district that during the years through grade eight when children are forming eating habits, foods of minimal

nutritional value shall not be sold in the middle schools during the school day.

- (iii) Vending machines apart from the Child Nutrition Program may be operated in middle schools after the end of the school day. All vending sales shall comply with policies regarding Competitive Food Sales and Foods of Minimally Nutritious Value.

(C) **High Schools:**

- (i) In compliance with Federal Child Nutrition Program regulations, Foods of Minimally Nutritious Value will not be sold in food service areas at any time from the opening of the school building until 30 minutes after the end of the last lunch period.
- (ii) Vending machines may be operated in high schools. All vending sales shall comply with policies regarding Competitive Food Sales and Foods of Minimally Nutritious Value.
- (iii) Food sales in student stores shall not be allowed except when necessary to meet specific curricular needs. Food service areas in student stores shall be inspected by county sanitarians to ensure that food handling practices, facilities, and equipment meet required standards. The cost of these inspections shall be borne by the curricular program served.

(7) **Vending Operations Responsibilities:**

- (a) Requests. All requests for vending machine services must be submitted by the building principal to the purchasing department for approval prior to installation of a vending machine.
- (b) Agreements. The purchasing department, in consultation with the Nutrition Services Department, will be responsible for authorizing agreements with vending machine companies. A competitive procurement process shall be followed for all such agreements entered into by the district, consistent with applicable Board policies, regulations and rules.
- (c) Location. The Nutrition Services Department, in consultation with the building principal and Facilities and Assets Management Department will be responsible for the location of all machines.
- (d) Installation. Following vending machine request and location approval, the Nutrition Services Department will be responsible for arranging installation with the vending machine company. All such installation related costs, including damage to district property resulting from the installation, shall be borne by the vending machine company.
- (e) Authorized Foods/Beverages. The Standards and Limitations outlined in Section 3. shall be followed in all vending operations. The Nutrition

Services Department will provide guidance as needed. Staff and students should be involved in food and beverage selections that meet Nutrition Services Department guidance.

- (f) Vending Program Administration. The Nutrition Services will be responsible for contract administration including ongoing vendor relations, regulation and policy compliance, fiscal reporting and distribution of commissions.

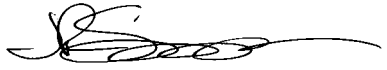
(8) Vending Profits Distribution:

- (a) Commissions. Each participating school will be guaranteed commission revenue equaling the annual commission that they reported to the district on the vending machine survey done in September 1997. Additional vending commission above this established level will be split on a 75 (school)/25 basis between the school generating the commissions and the Nutrition Services Department.
- (b) Cash Incentives for Exclusive Vending Rights. Cash incentives offered to the district will be split 60/40 between high schools and middle schools. They will be prorated over the term of the contract and apportioned equally to those schools that, during the contract year, are participants in the program. As new schools come on-line, they will receive their yearly proportional amount of that year's incentive payment. They will not, however, recoup money for the years or partial years that they did not participate.
- (c) Other Incentives. Other incentives offered in the form of software, hard goods, etc. shall be distributed to those schools with students participating in the Vending Program.
- (d) Vending Program Review. Representatives of participating high schools, middle schools, Nutrition Services Department, office of the superintendent and finance department will review, at least annually, vendor selection, and collected monies reported and dispensed to the various student activity funds.

Policy Implementation:

History: Adpt. 6/71; Amd. 9/01/02

"Eligibility Guidance for School Meals Manual," FNS-274, United States Department of Agriculture

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Approved:  _____ Superintendent	<u>9/01/02</u> . Date