

NUTRITION SERVICES OPERATIONS

1.0 General. The nutrition services program shall follow federal, state and county rules for operation of food services to students, including regulations of the United States Department of Agriculture, the Colorado State Board of Education, the Colorado State Board of Health, and the local health departments.

2.0 National School Meal Programs. The Nutrition Service Department shall adhere to regulations required for participation in the National School Meal and special food programs, and shall meet all state and federal requirements relating to meal and menu records, nutrition, fiscal controls and accountability, free and reduced priced meals, civil rights compliance, sanitation and safety. Specifically:

2.1 The nutrition services program shall be accounted for as a non-profit enterprise fund without operating support from the general fund. The District shall provide contributed capital paid from District capital expense or bond funds for the furnishing and equipping of new school kitchens or for renovating school kitchens. Equipment purchased from District funds shall be identified as District assets in the Nutrition Services Department.

2.2 Elementary and middle schools shall participate in the National School Meals Programs.

2.3 High schools may be identified as exempt from participation in the National School Meals Programs after approval of the annual application for exemption that demonstrates meeting all established criteria. Applications for exemption shall be submitted for a decision which shall be made by the Executive Director of the level and the Director of Enterprise Services. Initial and/or renewal applications for exemption shall be submitted no later than March 1st of any year. Any school intending to return to the National School Lunch Program the next school year must notify the Director of Enterprise Services no later than February 1st of any year. Appeals of the application for exemption decision shall be made to the Assistant Superintendent of Business Services.

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2.4 Meals for those schools participating in the National School Meals Program shall be priced as units. Meal price increases must be submitted to and approved by the Colorado Department of Education.

2.5 Schools at all levels participating in the National School Meals Programs shall comply with the rules and regulations established by the Colorado State Board of Education and the United States Department of Agriculture regarding competitive food services which states that competitive food service shall not operate for one-half hour before, during, or until one-half hour after the regularly scheduled breakfast, lunch programs and/or snacks. Competitive food service is any food or beverage service that is separate and apart from the nonprofit federal/state reimbursed food service program.

2.6 District schools not participating in the National School Meals Programs (non-participating) shall also provide free and reduced price meals to eligible students from program revenues. Such meals shall be comparable nutritionally and in monetary value to those provided to paying students.

2.7 The nutrition services program shall file the annual renewal agreements and operate in a manner to maintain eligibility to receive federal and state meal reimbursement and donated commodity foods.

3.0 Student Incidental Purchases/Adult Meals. Students may bring individual, personal lunches from home and purchase milk and/or incidental items in the cafeteria. Adults may purchase school meals, but adult meals shall be priced in accordance with Colorado Department of Education guidance and shall cover, at a minimum, the full cost of producing the meal because federal reimbursement and commodities are not earned for adult meals.

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4.0 Meal Charges. Students who have not paid for a school meal may be provided a meal on a charge/repayment basis as provided in this policy.

4.1 Two (2) meal charges are permitted at elementary, one at middle, and none at high school. Students are notified as account balances decline in accordance with established procedures and guidelines published in student handbooks, menus and on the website. For allowable charges, a full reimbursable meal shall be provided. Students at the meal charge maximum shall be provided a complimentary partial meal.

4.2 Principals implementing charge allowances beyond District guidelines will be responsible to pay to the Nutrition Services Department an amount equal to uncollected charges beyond allowable limits no later than June 30 of each fiscal year.

5.0 Student Supervision. The principal or designee is responsible for supervision and control of student behavior in the cafeteria.

6.0 Special Dietary Needs.

6.1 Meals for students with special needs shall be prepared in accordance with Individualized Education Plans, Section 504 Plans, or Food Allergy Action Plans. Food substitutions may be authorized for individual disabled children with medical or dietary restrictions. Requests for food substitutions shall be accompanied by a statement or prescription signed by a licensed physician.

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6.2 School personnel shall implement appropriate modifications and accommodations to standard cafeteria, classroom, transportation, and related school procedures concerning food as required by law in order to respond to students with severe food allergies. School personnel may use the guidelines in Exhibit A in developing proposed modifications and accommodations.

7.0 Personnel. The Nutrition Services Department shall be operated under the general supervision of the Director of Enterprise Services. The cafeteria staff in each school shall be responsible to the Director of Enterprise Services, but shall cooperate with the principal of the school in all matters essential to the proper functioning of the meals program. School administrators shall forward any evaluation or personnel information about classified nutrition services personnel to the assigned nutrition and BASE supervisors as needed, as all personnel actions for nutrition services personnel are performed by the Nutrition Services Department.

CROSS REFERENCES:

Code: 3710
Code: 3720
Code: 3730

LEGAL REFERENCES:

C.R.S. 22-23-120
42 USC 1751 *et seq.*
42 USC 1771 *et seq.*
Code of Federal Regulation Title VII Part 201.10

SPECIAL DIETARY NEEDS/DISABLED
(Provided by Colorado Department of Education)

School Guidelines for Managing Students with Food Allergies

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents and physicians to minimize risks and provide a safe educational environment for food-allergic students.

The following organizations participated in the development of the information provided below: School Nutrition Association, National Association of Elementary School Principals, National Association of School Nurses, National School Boards Association, The Food Allergy & Anaphylaxis Network.

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan (sample can be found at <http://www.foodallergy.org/actionplan.pdf>).
- Provide written medical documentation, instructions, and medications as directed by a medical provider, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods
 - Symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy-related problem
 - How to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's medical provider, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

School's Responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- Review the health records submitted by parents and medical provider.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Identify a core team of, but not limited to, school nurse, teacher, principal, school food service and nutrition manager/director, and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.

SPECIAL DIETARY NEEDS/DISABLED, cont.
(Provided by Colorado Department of Education)

- Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a medical provider's standing order for epinephrine. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the student's medical provider/clinic, parent and school nurse, and allowed by state or local regulations.
- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and medical provider after a reaction has occurred.
- Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
- Recommend that all buses have communication devices in case of an emergency.
- Enforce a "no eating" policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy. Discuss appropriate management of food allergy with family.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategy for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.

Student's Responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

More detailed suggestions for implementing these objectives and creating a specific plan for each individual student in order to address his or her particular needs are available in The Food Allergy & Anaphylaxis Network's (FAAN) *School Food Allergy Program*. The *School Food Allergy Program* has been endorsed and/or supported by the Anaphylaxis Committee of the American Academy of Allergy Asthma and Immunology, the National Association of School Nurses, and the Executive Committee of the Section on Allergy and Immunology of the American Academy of Pediatrics. FAAN can be reached at: 800-929-4040.