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<p>PRESTON COUNTY BOARD OF EDUCATION</p> <p>FILE: 6 – CHILD NUTRITION AND FOOD SERVICE MANAGEMENT</p> <p>File: 6-1 Goals and Objectives of the Child Nutrition Program</p>	<p>Last Reviewed: 8-9-10</p> <p>Next Review: 7-1-12</p>
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Good nutrition enhances learning and the quality of life. The Board expects the Child Nutrition Program to be operated on an integrated approach to ensure a school environment that promotes optimal nutrition for all students. Students spend a major part of their day in the school environment. It is vital that this environment support the development of a healthy lifestyle, offer opportunities for students to make healthy and informed selections, and prepare students for academic success.

In Preston County Schools, federally funded school nutrition programs are available to provide nutritious foods to all students. It is intended that these child nutrition programs be the main source of foods and beverages available at school. These programs have specific requirements to ensure that adequate nutrients are offered to promote health. Other foods and beverages, when available, should also provide necessary nutrients and contribute to an overall healthy eating environment. Schools are uniquely positioned to model and reinforce these healthful eating behaviors.

The intent of this policy is to encourage and enable schools to provide students with nutritious food and beverage choices that will enhance learning and promote healthy behaviors that can be maintained throughout life.

Child Nutrition Programs shall meet the meal pattern and minimum daily nutritional requirements by category as regulated by the United States Department of Agriculture and State Board of Education. All food service programs shall be operated in accordance with the West Virginia Standards for School Nutrition (SBP 4321.1)

Operational Definitions

Bottled water is defined as plain natural water containing no additives.

Candy is defined as any food that, as served in its finished form, contains, by weight, more than 35% sugar (in crystalline form or in solution as syrup, both monosaccharides and disaccharides) and/or other sweetening agents, or any food product commonly referred to as "candy".

Chewing gum is defined as a preparation of chicle or other plastic substance sweetened and/or flavored for chewing.

Competitive foods are defined as all foods and beverages sold, served or distributed in competition with meals served under the United States Department of Agriculture’s (USDA) Child Nutrition Programs in the food service areas during the meal service periods.

Elementary school, for purposes of this rule, is defined as a school serving any students in grades pre-kindergarten up to and including grade four.

Enrollment is defined as “head count”.

Flavored ice bar is defined as a frozen confection consisting of water mixed with flavored syrups and/or powders, sugars and/or other sweetening agents, binders, stabilizers and/or emulsifiers.

Food service area is defined as any area on school premises where reimbursable meals are served and/or consumed by students.

High school, for the purposes of this rule, is defined as a school with a grade configuration of 9-12, 10-12 or 11-12.

In-school snacks are defined as nutritious snacks that are not federally subsidized and provided at cost through the child nutrition program during the school day.

Meal service period is defined as 20 minutes before the first child is served a meal until 20 minutes after the last child receives a meal.

Milkshakes are defined as non-fat and/or 1% low-fat milk milkshake products that provide a minimum of 8 oz. fluid milk equivalency that meets the USDA meal pattern requirement or West Virginia's Option B meal pattern requirement.

Nutritious choices are defined as fruits, vegetables, plain water, 100% fruit or vegetable juices; non-fat and/or 1% low-fat milk, cheese, yogurt; grain foods containing whole grain as the first listed ingredient; nuts and/or seeds.

Other foods and beverages are defined as any food or beverage, sold, served or distributed to students including snacks from vending machines, school stores, parties, and school day fund raising activities, except those served as part of the child nutrition program meals and snacks. Other foods do not include those brought to school by individual students for their own consumption.

Reward is defined as something given in recompense or compensation for service, merit, achievement or some other type of worthy behavior.

School day is defined as the period of time between the arrival of the first student at the school building and the end of the last instructional period.

School premises are defined as school or county board of education property.

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Adopted: June 19, 1984
Amended/Reviewed: August 9, 2010

<p>PRESTON COUNTY BOARD OF EDUCATION</p> <p>FILE: 6 – CHILD NUTRITION AND FOOD SERVICE MANAGEMENT</p> <p>File: 6-2 Coordinator of Child Nutrition Program</p>	<p>Last Reviewed: 8-9-10</p> <p>Next Review: 7-1-12</p>
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Child Nutrition Programs in Preston County Schools will be organized and operated by the Coordinator of Food Service who will manage the county Child Nutrition Program in accordance with all federal, state and local regulations and supervise the Child Nutrition staff in conjunction with the building administrators.

Coordinator’s Performance Responsibilities

- ❖ Serve on the Local Wellness Committee that will develop and implement a Local Wellness Policy with the purpose of providing schools with an opportunity for schools to create an environment that promotes wellness.
- ❖ Establish a focus on wellness and nutrition by planning professional development activities to be implemented as part of the total county staff development plan.
- ❖ Supervise the child nutrition staff in conjunction with the building administrator.
- ❖ Plan county wide menus with standardized recipes in accordance with dietary guidelines and nutritional analysis, while also keeping in mind student acceptance.
- ❖ Communicate with parents and staff about child nutrition concerns including point of service.
- ❖ Implement and monitor sanitation and safety, including HACCP, for the child nutrition program.
- ❖ Assume responsibility for all aspects of food ordering and delivery to the schools including the CLOC Program.
- ❖ Coordinate purchasing with RESA VII Cooperative in developing bids to assure good quality and highly nutritional food at a competitive price; develop and request bids for bread and milk products locally.
- ❖ Assume responsibility for processing applications for free and reduced meals and complete all requirements and reports for the verification of applications.
- ❖ Complete monthly and annual financial reports through reconciliation of child nutrition records with business office records.
- ❖ Prepare requisitions for purchase of food and supplies, compare invoices received to purchase orders and reconcile differences; prepare invoice to be paid by the finance office.
- ❖ Prepare all necessary reports to the State Department of Education.
- ❖ Plan and provide specific job related training for child nutrition staff and provide necessary orientation for substitute staff members.
- ❖ Work with the county curriculum team in the development and implementation of improved nutrition education for students. Plan, along with the child nutrition staff, activities to promote a focus on good nutrition with the student body.

- ❖ Monitor snack and beverage sales in the schools to assure compliance with state and federal regulations.
- ❖ Perform other assignments related to the job as assigned by the Superintendent.
(SBP 4321.1)

Qualifications for Coordinator of Nutrition

SBP 4321.1, Standards for School Nutrition, requires each county Superintendent to designate a school nutrition program coordinator according to the criteria listed below. The school nutrition director/coordinator must hold an authorization endorsed as School Nutrition Program Director that is approved and issued by the WVDE.

- ❖ An applicant for initial authorization must provide evidence of satisfying the following:
 - A minimum of a bachelor's degree with a 2.5 overall grade point average (GPA);
 - At least 6 semester hours of course work in nutrition and/or food service management; and
 - Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.
- ❖ The authorization shall be valid for one school year and shall expire on June 30.
- ❖ The applicant for renewal of the authorization for School Nutrition Program Director must provide evidence of satisfying the following:
 - Completion of 15 clock hours of staff development related to Child Nutrition Programs and offered or granted prior approval by the WVDE; and
 - Recommendation of the superintendent in the county in which the applicant is or was employed.

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Adopted: August 2, 1983
Amended/Reviewed: August 9, 2010

<p>PRESTON COUNTY BOARD OF EDUCATION</p> <p>FILE: 6 – CHILD NUTRITION AND FOOD SERVICE MANAGEMENT</p> <p>File: 6-3 Program Accountability and Compliance</p>	<p>Last Reviewed: 8-9-10</p> <p>Next Review: 7-1-12</p>
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SBP 4321.1, Standards for School Nutrition, requires all county boards of education and local school administrators to provide a safe and healthy learning environment for all students and proper accountability for all funds received from food and beverage sales. Methods for monitoring compliance may include, but are not limited to, Coordinated Review Effort (CRE), School Meals Initiative Review (SMI), Independent Audits, annual site monitoring by food service directors, and reviews conducted by the WVDE.

Compliance with the standards set forth in *SBP 4321.1* is required to enable schools to provide students with nutritious food and beverage choices that will enhance learning and promote healthy behaviors that can be maintained throughout life. School child nutrition programs shall be the main source of foods and beverages available at school. These programs have specific requirements to ensure that adequate nutrients are offered to promote health.

- ❖ Noncompliance with the rules and standards stipulated in *section 126-86-4 of SBP 4321.1* may result in sanctions that include suspension or recovery of federal reimbursements.
- ❖ Noncompliance with the rules and standards stipulated in *section 126-86-5 of SBP 4321.1* may result in sanctions that include a recovery of local general funds and/or removal of vending privileges.
- ❖ Noncompliance with the rules and standards stipulated in *section 126-86-11 of SBP 4321.1* may result in sponsor disqualification from Child Nutrition Program’s State Revenue Matching distribution pending compliance. Failure to complete the annually required 15 clock hours of staff development related to Child Nutrition Programs and offered or granted prior approval by the WVDE shall result in a rollover of deficient hours into the next school year(s).
- ❖ Noncompliance with the rules and standards stipulated in *section 126-86-12 of SBP 4321.1* may result in the institution of a probationary period requiring an approved corrective action plan.

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Adopted: August 9, 2010
 Amended/Reviewed:

PRESTON COUNTY BOARD OF EDUCATION FILE: 6 – CHILD NUTRITION AND FOOD SERVICE MANAGEMENT File: 6-4 Role of the Principal	Last Reviewed: 8-9-10 Next Review: 7-1-12
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The principal shall assume supervisory responsibilities for the day-to-day operation of the local school breakfast and lunch programs. Those responsibilities include, but are not limited to:

- ❖ Maintaining an open line of communication with the County Coordinator;
- ❖ Assisting in the supervision of the food service personnel;
- ❖ Reporting the needs of the local program to the County Coordinator as appropriate;
- ❖ Devising a process for collecting meal money from students who have been denied charging privileges;
- ❖ Establishing an accounting system for money collected from students who have been denied charging privileges;
- ❖ Monitoring the nutrition standards for other foods and beverages which are made available on the school campus during the school day;
- ❖ Assuring adequate time for meal consumption for all students; and
- ❖ Assuring adequate supervision of the dining area.

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Adopted: August 9, 2010
Amended/Reviewed:

<p>PRESTON COUNTY BOARD OF EDUCATION</p> <p>FILE: 6 – CHILD NUTRITION AND FOOD SERVICE MANAGEMENT</p> <p>File: 6-5 Nutrition Standards for Other Foods and Beverages</p>	<p>Last Reviewed: 8-9-10</p> <p>Next Review: 7-1-12</p>
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All *other foods and beverages* made available on school premises during the school day must meet the requirements set forth in *SBP 4321.1, Standards for School Nutrition*. In order to promote healthy eating habits, the consumption of fruits, vegetables, whole grains and non-fat and/or 1% low-fat dairy products should be encouraged.

Other foods and beverages are defined as any food or beverage, sold, served or distributed to students including snacks from vending machines, school stores, parties, and school day fund raising activities, except those served as part of the child nutrition program meals and snacks. Other foods do not include those brought to school by individual students for their own consumption.

Other foods and beverages available to students on school premises shall contribute to students' nutrient requirements and should not add unnecessary calories, fat, sugar or sodium. While West Virginia law allows county boards to permit the sale of soft drinks to students in high schools, the West Virginia Board of Education strongly recommends that only water, 100% fruit and/or vegetable juice and non-fat and/or 1% low-fat milk, flavored or unflavored be sold, served or distributed during the school day. It is required that all *other foods and beverages* available during the school day reflect the following requirements:

- ❖ Limit total calories to no more than 200 per product/package;
- ❖ Limit total fat to no more than 35% of calories per product/package excluding nuts, seeds or cheese;
- ❖ Limit saturated fat to less than 10% of the total calories;
- ❖ Limit trans fat to less than or equal to 0.5 grams per product/package;
- ❖ Reduce sugar content of food items to no more than 35% of calories per product excluding fruits;
- ❖ Limit sodium to no more than 200 milligrams per product/package;
- ❖ At all grade levels, it is recommended that only water, 100% fruit and/or vegetable juice and non-fat and/or 1% low-fat milk, flavored or unflavored be sold, served or distributed during the school day. However, WVC §18-2-6a permits the sale of other juice beverages with a minimum of 20% real juice;
- ❖ No candy, soft drinks, chewing gum or flavored ice bars will be sold, served or distributed during the school day.
- ❖ The WVBE strongly recommends that other juice beverages not contain added sugar;
- ❖ Limit fruit/vegetable juice portion sizes to no more than 4 oz. for elementary students and no more than 8 oz. for middle/high school students per product/package;
- ❖ Prohibit the sale, service or distribution of coffee and coffee-based products during the school day;

- ❖ Prohibit caffeine containing beverages with the exception of those containing trace amounts of naturally occurring caffeine substances; and
- ❖ Prohibit the sale, service or distribution of any foods containing non-nutritive/artificial sweeteners.

Except for foods served in the school nutrition programs, no food or beverage shall be sold, served or distributed to students in elementary schools from the time the first child arrives at school until 20 minutes after all students are served lunch.

- ❖ Foods and beverages shall not be offered as a reward or used as a means of punishment or disciplinary action for any student during the school day.
- ❖ Foods and beverages may not be sold, served or distributed in competition with the federal child nutrition programs in the food service areas during the meal service periods.
- ❖ ***Other foods and beverages*** may not be sold, served or distributed in such a way as to encourage the distribution or purchase of these items as a ready substitute for, or in addition to, reimbursable meals.
- ❖ Wherever and whenever foods are sold, served or distributed on school premises, outside the school day, such foods shall include nutritious choices.

Food and beverage contracts must comply with WV 126 CSR 202, *SBP 8200, Purchasing Policies and Procedures Manual for Local Educational Agencies*. All contracts shall be approved and signed by the Board or the Superintendent, if approval authority has been delegated by the Board to the Superintendent. County boards of education are statutorily created and given authority to contract. Individual schools do not have such authority. All food and beverage contracts or agreements regarding public schools and vendors shall meet all purchasing standards as set forth in policy and code and shall be competitively negotiated. Contracts that extend beyond a fiscal year shall contain a clause allowing the board to terminate the contract at the end of each year. Contracts shall facilitate the WVBE efforts to offer and promote nutritious food and beverage choices.

Special Note: Owing to special dietary needs and food safety concerns, foods and beverages brought or delivered from outside sources may be consumed only by individual students for which they were brought or delivered, and not by the general student population. Organized food events and celebrations held during the school day shall be regulated and monitored by school personnel to meet the requirements of SBP 4321.1.

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Adopted: April 26, 1986
Amended/Reviewed: August 9, 2010

PRESTON COUNTY BOARD OF EDUCATION FILE: 6 – CHILD NUTRITION AND FOOD SERVICE MANAGEMENT File: 6-6 Offer Verses Serve	Last Reviewed: 8-9-10 Next Review: 7-1-12
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Federal regulations require each eligible lunch menu to include the following five (5) food components: meat/meat alternative; bread/bread alternative; two (2) servings from the vegetable/fruit group; and Milk.

- ❖ The lunch price remains the same whether students choose three, four, or five of the components.
- ❖ All students must take at least three (3) of the meal components.
- ❖ To encourage testing of new foods, smaller servings of up to two (2) meal components may be served.
- ❖ Meal components may not be individually priced and sold separately.

The Offer Verses Serve Provision of the regulations permit high school students to choose fewer than five (5) of the components but they must choose at least three (3) for the lunch to be eligible for federal reimbursement.

Following federal guidelines this policy extends the Offer Verses Serve Provision to all elementary students. This is done in an effort to reduce food waste and hopefully, increase lunch participation.

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Adopted: May 11, 1987
Amended/Reviewed: August 9, 2010

PRESTON COUNTY BOARD OF EDUCATION FILE: 6 – CHILD NUTRITION AND FOOD SERVICE MANAGEMENT File: 6-7 Adequate Time for Meal Consumption	Last Reviewed: 8-9-10 Next Review: 7-1-12
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Adequate time shall be allowed for student meal consumption. Minimum time allowance (eating time for each student after being served the meal) for student consumption of meals shall be 10 minutes for breakfast and 20 minutes for lunch. Activities may not be scheduled during meal service times to distract or limit student participation in the nutrition programs. Recess before lunch is strongly encouraged in elementary schools.

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Adopted: August 9, 2010
Amended/Reviewed:

PRESTON COUNTY BOARD OF EDUCATION FILE: 6 – CHILD NUTRITION AND FOOD SERVICE MANAGEMENT File: 6-8 A La Carte Sales	Last Reviewed: 8-9-10 Next Review: 7-1-12
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All meals must be priced and served as a unit. Only fluid milk, non-fat and/or 1% low-fat milkshakes and bottled water may be sold as á la carte items for breakfast and lunch at any grade level.

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Adopted: August 9, 2010
Amended/Reviewed:

PRESTON COUNTY BOARD OF EDUCATION FILE: 6 – CHILD NUTRITION AND FOOD SERVICE MANAGEMENT File: 6-9 Availability of Drinking Water	Last Reviewed: 8-9-10 Next Review: 7-1-12
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In addition to milk, safe drinking water shall be offered with meals for student consumption in all child nutrition programs.

Schools shall make available plain, unflavored water throughout the school day at no charge.

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Adopted: August 9, 2010
Amended/Reviewed:

PRESTON COUNTY BOARD OF EDUCATION FILE: 6 – CHILD NUTRITION AND FOOD SERVICE MANAGEMENT File: 6-10 Snack Options	Last Reviewed: 8-9-10 Next Review: 7-1-12
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A nutritious snack may be provided to students through the child nutrition program during the school day. Food items planned should be age appropriate to prevent choking and adjusted to meet the nutritional needs of the child based on age. It is recommended that snack choices include fruits/vegetables, whole grains and non-fat and/or 1% low-fat dairy. The County Child Nutrition Coordinator shall work collaboratively with school personnel to approve an in-school snack program that provides nutritious snacks at cost to children during the school day.

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Adopted: August 9, 2010
Amended/Reviewed:

<p>PRESTON COUNTY BOARD OF EDUCATION</p> <p>FILE: 6 – CHILD NUTRITION AND FOOD SERVICE MANAGEMENT</p> <p>File: 6-11 Collection of Lunch Money</p>	<p>Last Reviewed: 8-9-10</p> <p>Next Review: 7-1-12</p>
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Preston County Schools participates in the Federal Lunch Program to provide breakfast and lunch for students. Snacks may also be provided for appropriate programs.

Preston County uses the Point of Service (POS) computer program adopted by West Virginia Child Nutrition Office for recording students’ meals. Students will receive at the beginning of each month a bill for the previous month meals. Parents are expected to pay the bills on a monthly basis.

The Coordinator of the Child Nutrition Program shall send reminders or make contact with parents/guardians to resolve large unpaid bills. Students with large bills, as determined by the Coordinator, may be denied charging privileges after the Coordinator has documented contact with the home. One of those contacts shall be a written notice or letter. Students denied charging privileges may receive meals on a cash basis.

The parents/guardians of students who have accumulated unpaid lunch bills during the previous school term will receive an “unpaid bill reminder” from the Coordinator of Nutrition in early August of the current year. Students with “unpaid bills” will not be granted charging privileges for the current school term until the previous year’s bills have been paid. The principals of the schools involved will receive a list of students with outstanding bills at the beginning of the school term.

The Coordinator of Nutrition acting on behalf of the Board has been authorized to utilize two options to collect large outstanding bills:

- Option 1 – Large outstanding bill will be presented to a Board contracted collection service for collection.
- Option II -- If all other efforts to recover outstanding bills fail, the Coordinator of Nutrition may go through the Magistrate Court System to collect those bills.

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Adopted: February 10, 2003
 Amended/Reviewed: August 9, 2010

<p>PRESTON COUNTY BOARD OF EDUCATION</p> <p>FILE: 6 – CHILD NUTRITION AND FOOD SERVICE MANAGEMENT</p> <p>File: 1-12 Endnotes</p>	<p>Last Reviewed: 8-9-10</p> <p>Next Review: 7-1-12</p>
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ENDNOTES

File: 6 Child Nutrition and Food Services Management

West Virginia Constitution:

Article XII, §2

West Virginia Codes:

<u>Code</u>	<u>Topic of the Code</u>
§ 18-2-5 -----	Powers and duties of the State Board
§ 18-2-6a -----	Sale of soft drinks
§ 18-5-13 -----	Authority of county boards generally

State Board Policies:

SBP 4320 ----- Child Nutrition Program
 SBP 4321.1 ----- Standards for School Nutrition

Federal References:

National School Lunch Act
 Child Nutrition Act

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