

**HAMILTON COUNTY DEPARTMENT OF EDUCATION  
3074 HICKORY VALLEY ROAD  
CHATTANOOGA, TENNESSEE 37421**

**MEMORANDUM**

**TO:** Hamilton County Board of Education

Dr. Bryan Johnson  
Superintendent

**FROM:** Brent Goldberg  
Chief Business Officer

Kristen Nauss  
Director of Child Nutrition

**DATE:** September 19, 2019

**RE:** First and Final Reading  
Proposed Policy Revisions

Based on administration review of policy related to Food Services, the following recommendations have been made for first and final reading.

- Board Policy 3.500 – Food Service Management. The policy change will allow high school students to charge one meal per meal service per school day.

These revisions are presented for Board approval via first and final reading at the September regular session.

# Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: <b>Food Service Management</b>	Descriptor Code: 3.500	Issued Date: 12/13/18
		Rescinded:	Revised: <b>09/19/19</b>

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

5  
6 The system's food service director will oversee the program. The cafeteria manager, in cooperation  
7 with the school principal, is responsible for administering the Child Nutrition program in individual  
8 schools. All products and services necessary for the operation of the food service department shall  
9 be procured under the direction of the cafeteria manager.

10  
11 School food service receipts will be used only to pay regular food service operating costs. When food  
12 service facilities are used by outside agencies, an adequate fee approved by the Board will be charged  
13 and the manager will ensure that no USDA commodities or supplies provided for the regular program  
14 are used.

15  
16 The principal shall correlate the food service program with areas of instruction.

17  
18 Students will be permitted to bring their lunches from home and to purchase beverages and incidental  
19 items at school.

## 20 21 **FREE OR REDUCED PRICE MEALS**

22  
23 The criteria and procedures for determining a student's need and steps in securing for students no-  
24 cost or reduced-cost lunches as established at the state/federal level will be outlined and made  
25 known by the principal.

26  
27 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from  
28 students who pay the regular price. Their names will not be made known to any person except such  
29 staff member(s) as needed to make the special arrangements for them.

## 30 31 **COMPETITIVE FOODS/VENDING MACHINES**

32  
33 Applicable State Law and State regulations will apply to any sale of food and beverages during  
34 school hours (competitive foods). Revenue from the sale of food purchased from the school food  
35 service account will be deposited to the food service account.

36  
37 The sale of all competitive foods and beverages to students during the school hours, including  
38 vending machines, shall be limited to those approved by the Secretary of Agriculture and controlled  
39 by the principal.

1 Vending machines accessible to students in the schools will be controlled so that they will not offer  
2 competition to the school lunch program or encourage poor eating habits.

3  
4 Vending machines may be operated by the school without restriction in the employee lounge for  
5 employee use only.

## 6 7 **SANITATION**

8  
9 The Food Service Director and managers shall be responsible for implementing regulations from  
10 the Department of Health and seeing that school cafeterias meet acceptable standards of  
11 cleanliness at all times.

## 12 13 **MEAL CHARGES**

14  
15 It is the intent of the Board that the School Nutrition Program provides the opportunity for each  
16 student to have a nutritious meal every day. However, if circumstances require it, **some** students may  
17 charge their **lunch meal** in accordance with the following:

- 18 1. Elementary and middle school students will be allowed to charge.
- 19 2. High school students may ~~not charge their lunches~~ **charge meals such that the charge**  
20 **balance does not exceed \$40.**
- 21 3. **Only one meal may be charged per meal service per school day.**
- 22 4. Adult charges are not allowed with the exception of principal approved, special event and/or  
23 Teacher Appreciation Day.
- 24 5. A la Carte items may not be charged.
- 25 6. A la Carte purchases cannot be made if there is a negative charge balance.
- 26 7. Procedures to be used system-wide to collect overdue charges shall be designed, distributed,  
27 and monitored by the School Nutrition Department.

28  
29 Procedures for implementing local board policies are on file in the district food services procedures  
30 **manual.**

### 31 32 33 34 35 36 37 38 39 Legal Reference:

- 40 1. *Child Nutrition & Food Distribution,*
- 41 2. 210.11 Competitive Food Services (1994)

### Cross References:

- 42 1. Deposit of Funds 2.500
- 43 2. Financial Reports and Records 2.701
3. Wellness Policy 3.501