

**UPDATED****Bold is new**

Book	Policy Manual
Section	800 Operations
Title	Food Services
Code	808
Status	Review
Adopted	July 19, 2011
Last Revised	June 21, 2022
Prior Revised Dates	10/15/2019

**Purpose**

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

**Authority**

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district shall ensure that, in the operation of the food service program, no student, staff member or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.[\[11\]](#)[\[12\]](#)

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.[\[4\]](#)[\[13\]](#)

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.[\[13\]](#)[\[14\]](#)

**Delegation of Responsibility**

Operation and supervision of the food service program shall be the responsibility of the

{ } Superintendent.

{ } Business Manager.

~~{ } Food Services Director.~~ **of Food & Nutrition Services**

{ } Cafeteria Supervisor.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[4]

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the [3][4].

{ } Superintendent.

~~{ } Business Manager.~~ **Chief Financial Officer**

{ } auditor.

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.[2][3][4][6][7][8][9][10]

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[15][16][17][18]

The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.[12]

### **Guidelines**

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[19]

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

~~{ }~~ The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.[4]

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[4]

### **Free/Reduced-Price School Meals and Free Milk**

The district shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and

the Special Milk Program.[20][21]

The district shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:[20][21]

1. At or around the beginning of the school year.
2. Three (3) months after the initial effort.
3. Six (6) months after the initial effort.

The district may also conduct direct certification on a weekly or monthly basis.

### **{ } Community Eligibility Provision (CEP) -**

**{ } The district participates in the Community Eligibility Provision (CEP), which provides an alternative to submission of household applications to identify students who are eligible for free and reduced-price meals. Under the CEP, the district shall serve to all students free lunches and breakfasts for a defined period, in accordance with applicable provisions of law. [22]**

### Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[23][24][25][26]

### School Meal Service and Accounts

To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:

1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student's school meal account reaches a low balance.
3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in their school meal account, except when the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.[3]

When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district **shall** offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[3][20][21]

Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian.[3]

School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner.[3]

~~X~~ The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.[3]

District schools shall be prohibited from:[\[3\]](#).

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student **NEW** or school staff to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year and when a parent/guardian is notified of a negative school meal account balance.

~~X~~ The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

#### Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

#### Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[\[27\]](#)[\[28\]](#)[\[29\]](#)

#### Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[\[6\]](#)[\[7\]](#)[\[18\]](#)[\[30\]](#)

#### School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[\[16\]](#)[\[17\]](#)[\[31\]](#)

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

#### School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[\[8\]](#)[\[10\]](#)[\[16\]](#)

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[\[17\]](#)[\[31\]](#)[\[32\]](#)

NOTES:

**NEW**

Language related to provisions for alternative meals being served to students if the student is not eligible for free/reduced-price school meals and the student's account reaches a negative balance of more than **seventy-five** dollars (\$75) in a school year **has not been included in the policy guide** based on recent food service audits conducted by PDE stating that the language is in violation of the USDA regulations. Although alternative meal provisions were added to the PA School Code [24 P.S. Sec. 13-1337](#) under Act 16 of 2019, **and modified under Act 55 of 2022**, PDE's Child Nutrition Programs issued a memo regarding [Revised Meals for Students with Insufficient Funds and Local Meal Charge Policies](#) stating that the provision of law regarding alternative meals does not apply to any student in any school that participates in the National School Lunch or School Breakfast Programs whether or not the student qualifies for free and reduced-price school meals. School entities should work with their solicitor if they wish to use the alternative meal provisions from 24 P.S. Sec. 13-1337 under Act 16 of 2019 **and Act 55 of 2022**.

**If your school entity participates in the Community Eligibility Provision (CEP) and provides free school lunches and breakfasts to all students under this provision, please work with your solicitor and food service administrator to determine additional revisions to this policy.**

When a district contracts for food services, use master as-is except delete the paragraphs under Guidelines starting with "Surplus accounts..." and "All funds derived..."

Summer Food Service – 42 U.S.C. Sec. 1751 et seq  
7 CFR Part 225

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## Legal

1. 2 CFR Part 200
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 24 P.S. 504
5. 24 P.S. 807.1
6. 42 U.S.C. 1751 et seq
7. 42 U.S.C. 1773
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. 7 CFR 210.23
12. FNS Instruction 113-1 (USDA)
13. 42 U.S.C. 1760
14. 7 CFR 210.14
15. 3 Pa. C.S.A. 5713
16. 42 U.S.C. 1758(h)
17. 7 CFR 210.13
18. 7 CFR 210.30
19. Pol. 246
20. 42 U.S.C. 1758
21. 7 CFR Part 245
22. 42 U.S.C. 1759a
23. 7 CFR 15b.40
24. Pol. 103.1
25. Pol. 113
26. Pol. 209.1
27. Pol. 610
28. Pol. 626
29. Pol. 827
30. 7 CFR 210.15
31. 7 CFR 220.7
32. 7 CFR 210.9
- P.L. 111-296
- 7 CFR Part 15
- Pol. 103

## **Warwick School District Unpaid Meal Charge Procedures**

*The following procedures will be implemented in coordination with the guidelines of Policy 808.*

Warwick considers breakfast and lunch to be an important part of a child's day. Good nutrition ensures that a student is ready to learn.

All students will be provided a breakfast and/or lunch meal, unless the student's parent/guardian has provided written permission to withhold a school meal. The permission must be reissued each school year.

Warwick School District utilizes a computerized point of sale system in each of its cafeterias. Each student in the district is given an individual meal account to use with his/her student ID number. This account will be used by the student throughout their time at Warwick. Parents/Guardians are responsible for all purchases made on their child's account. Families can place purchase restrictions on student accounts using the School Cafe app or by contacting the Food and Nutrition Services Office by email or phone.

Parents/Guardians are solely responsible for providing their children with money for breakfast and lunch. There are several options to add money to a student meal account:

- Cash should be sent in an envelope with the child's name and student ID written on the front.
- Checks sent to the school should contain *Warwick Food Service as the payee* along with the student's name and student ID so the money can be deposited correctly into the student account. If a check needs to be split among several children within a family, please make sure all student names and ID numbers are included on the check along with the dollar amount to be added to each account.
  - NSF (non-sufficient fund) checks: Upon receipt by the Food Service Department of a NSF check from the bank, the amount of the check will be deducted from the student's account. Families are also responsible for any fees charged by the bank for the NSF check. After 3 NSF checks are received per family, only cash will be accepted as payment into a student account.
- Online Payments. School Cafe is an online option for depositing money into a student account [www.schoolcafe.com](http://www.schoolcafe.com). A convenience fee will be applied by School Cafe for using the service.

A National School Lunch Program Free/Reduced Meal application shall be sent home at the start of each school year and will also be available throughout the year on the Warwick webpage or a paper copy can be obtained from the district. A new application must be submitted by the parent/guardian every year except in such cases that a family receives a letter titled Notice of Direct Certification. Families are permitted to reapply at any time throughout the school year if family circumstances change. *(Please contact Nicole Moyer in the Food and Nutrition Services Department with questions regarding applications 717-626-3734 x 3722)*

## Policy 808 – Attachment A

Students approved for the free/reduced lunch program are entitled to receive one free/reduced breakfast and one free/reduced lunch per day and are required to take the necessary components to make a meal.

Only a fully reimbursable meal may be charged to a student account. When all required components of a reimbursable breakfast or lunch are not taken, the cashier must charge a la carte prices for each food item. Additional meals, entrees, milk and a la carte items are not covered under the free/reduced program.

Warwick will not deny a reimbursable meal to any student for non-payment. The student may choose any of the reimbursable meals offered on the menu. When it is discovered that a student has selected a reimbursable meal and does not have positive funds or cash in hand to purchase it, the student will be permitted to have the meal without discussion. The meal will be charged to the child's account. No student who owes money or does not have money for a school meal will be publicly identified, stigmatized or be required to do work or chores.

In the event a student has had a need to charge a meal to their account the school district will contact the parent or guardian to notify them of the need to add funds to the breakfast/lunch account. Communication regarding a student's meal account will be directed to the parent or guardian in the form of email, letter, voicemail or text message. Student's may deliver communications in letter form addressed to the parent/guardians in a sealed envelope. These letters may not be handed to the student during lunch service to prevent any chance of a student being publicly identified or stigmatized

A la carte items are not part of the main breakfast and lunch meal and can only be purchased with positive lunch account funds or cash. The student account is not permitted to be negative due to the purchase of a la carte items. If a student does not have the money in their account or cash in hand to cover the full cost of the a la carte purchase the student will not be permitted to purchase those extra items.

Negative balance emails will be sent weekly to inform parents/guardians of a negative balance in their student's meal account.

Students can purchase regular meals and a la carte items with cash regardless of existing balances. When purchases are made with cash, change should be issued to the student except in instances where the student specifically requests it be applied to his/her account.

When a negative balance of \$25.00 or more exists at the end of the month a letter or email will be sent by the Food & Nutrition Services Office indicating that monies are due or payment arrangements need to be made within 10 (ten) business days. Parents/guardians will also be provided another application for free/reduced school meal benefits.

When a payment is received the lunches owed will immediately be deducted from the funds received.

Students with a negative meal account may be restricted from privileges or activities such as school dances, parking passes or other extracurricular activities or special events.



## Policy 808 – Attachment A

During the last week of school, the Food and nutrition services department will send a final obligation notice to the parent/guardian.

Employees are not permitted to charge meals or a la carte food items to their meal account without funds in the account.

Cafeteria staff will be trained annually on the guidelines of Policy 808.

Students and parents/guardians shall be notified annually concerning the contents of these procedures. This communication will be sent home with students at the beginning of each school year with back-to-school packets.



# UPDATES

Book	Policy Manual
Section	900 Community
Title	Copy of Volunteers
Code	916
Status	draft
Adopted	May 19, 2009
Last Revised	July 20, 2021

## **Purpose**

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district.

## **Authority**

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[\[1\]](#)

The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, sexual orientation, or national origin in the school environment and all district programs for volunteers.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#) **gender identity, veteran's status, genetic information,**

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[\[7\]](#)

## **Definitions**

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

**Adult** - an individual eighteen (18) years of age or older.[\[8\]](#)

**Certifications** - refers to the child abuse history clearance statement; the state criminal history background check; and ~~where applicable,~~ the federal criminal history background check, ~~required by the Child Protective Services Law.~~[\[9\]](#)[\[10\]](#)

**Direct volunteer contact** - the care, supervision, guidance or control of children and routine interaction with children.[\[8\]](#)

**Person responsible for the child's welfare** - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care,

supervision and control.[8]

**Routine interaction** - regular and repeated contact that is integral to a person's volunteer responsibilities.[8]

**Visitor** - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[11]

**Volunteer** - an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.[10]

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

### **Guidelines**

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Board.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

### **Certifications**

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[10]
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[10]
4. ~~3.~~ Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[9][10][12]

~~If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[10]~~

~~3. -1. Federal Criminal History Report - issued at any time since the volunteer established residency.~~  
The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer. **replace with which must be less than sixty (60) months old.**

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.[13]

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[10]

### Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[14]  
[15]

### Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.  
[12]

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[12]

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[12]

### Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[16][17]

### Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

### Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[17][18][19][20]

### Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill their responsibilities. Volunteers with

access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about confidentiality of student information, the volunteer should consult with the building principal.[21][22]

Legal

1. 24 P.S. 510
2. 42 U.S.C. 12101 et seq
3. 53 P.S. 6926.1903
4. 43 P.S. 951 et seq
5. Pol. 103
6. Pol. 718
7. Pol. 824
8. 23 Pa. C.S.A. 6303
9. 23 Pa. C.S.A. 6344
10. 23 Pa. C.S.A. 6344.2
11. Pol. 907
12. 23 Pa. C.S.A. 6344.3
13. 23 Pa. C.S.A. 6344.4
14. 24 P.S. 1418
15. 28 PA Code 23.44
16. 23 Pa. C.S.A. 6311
17. Pol. 806
18. Pol. 123
19. Pol. 123.2
20. Pol. 805
21. Pol. 113.4
22. Pol. 216
23. 53 P.S. 6926.1901 et seq
24. 53 P.S. 6926.1906
25. Pol. 916
26. 29 U.S.C. 201 et seq
27. 43 P.S. 333.101 et seq
28. 53 P.S. 6926.1905
- 23 Pa. C.S.A. 6301 et seq
- 53 P.S. 6926.301 et seq
- 72 P.S. 7301 et seq
- Pol. 606