

## Policy EF-R - Food Service Program - Regulations

**1. Student and Adult Meals** - All menus and foods served in the West Bath School Administrative Unit (WBSAU) are served in accordance with United States Department of Agriculture, the Maine Department of Education, and the Maine Department of Health and Human Services Guidelines in order to receive reimbursement under the Child Nutrition Act.

Meals will be offered to students at a reduced rate or at no charge in accordance with the Federal Free and Reduced Price Meal. An application for Free and Reduced Price Meals is provided to all families in WBSAU on the first day of school annually. Students entering WBSAU after the start of the school year will be given an application for Free and Reduced Price Meals as part of the school registration/enrollment process.

Once an application has been made and processed, student status remains in effect until another application has been made or 30 days into the subsequent school year. Applications for Free and Reduced Price Meals can be made at any time during the school year. All students wishing to participate in the school lunch program will be given opportunity to do so. The WBSAU School Lunch Program is a pre-paid program provided through MySchoolBucks.com; payments can be made electronically or by sending payments to the school cafeteria.

School staff and visitors are encouraged to participate in the school lunch program. Adults will be charged the adult meal rate and will be served the same meal and in the same portion and manner as are students.

Parents are encouraged to participate in the school lunch program with their child(ren) when visiting the school. Parents wishing to do so are to contact the school's secretary, the student's teacher and kitchen staff of their planned visit and wish to eat a meal with their child(ren).

**2. Special Meals** - The Food Service Program does not maintain a dietician capable of designing meals for a particular medical program. However, upon written request from the student's physician regarding a specific medical need, the Head Cook will attempt to substitute foods within a menu to meet the needs of a student who has a specific medical need.

**3. Use of Food Service Preparation Program** - School organizations and outside-of-school non-profit organizations or groups may use cafeteria space with the approval of the Building Principal. All requests for such use must be made in accordance with Board Policies KF and KF-R.

School organizations and outside-of-school non-profit organizations or groups may not use kitchen facilities unless under the direct supervision of a member of the Food Service staff and with the approval of the Building Principal and Food Service Director. All requests for such use must be made in accordance with Board Policies KF and KF-R.

An organization, school or community using food service facilities, which includes kitchen facilities and cafeteria spaces, are liable for all damage that occurs to facilities and equipment. State and Federal Food Service regulations strictly prohibit the use of the school's food or supplies in any manner except in the preparation of meals noted in section 1 above, therefore, any organization using food services facilities

will not be permitted to use school food or supplies. Requests for the use of the food service facilities by groups other than the above will require Board consideration and approval.

**Cross Reference:**

EFA – Student Meal Accounts

EFC – Free and Reduced Price Food Service

EFE – Competitive Food Sales – Sales of Foods in Competition with the School Food Service Program

KL - Community Use of School Facilities

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