

# **Baden Academy Charter School**

## **Board of Trustees Policy**

### **FOOD SERVICES POLICY**

The Board of Trustees ("Board") of the Baden Academy Charter School ("Charter School") recognizes the need for serving food to students and faculty. Food service programs of the Charter School shall be directed at meeting the needs of the pupils in accordance with these guidelines.

Food sold by the Charter School may be purchased by students, teachers and other employees and only for consumption on school premises. The operation and supervision of the food services program shall be the responsibility of the Chief Executive Officer ("CEO")/Principal.

The Charter School shall participate in the Federal School Breakfast Program and the Federal School Lunch Program. Provisions shall be made for free and reduced rate meals as prescribed by federal and state law, in accordance with these guidelines. The Charter School shall inform parents/guardians of the eligibility standards for free and reduced-price meals.

The CEO/Principal shall prepare guidelines for the implementation of a food service program including the maintenance of facilities free from fire or health hazards, the purchase of perishable foodstuffs, seasonal commodities and other supplies, accounting procedures and depositing procedures for cafeteria funds, and the control, safekeeping and storage of food and food equipment.

This policy will be distributed by the CEO/Principal on an annual basis to all parents or guardians as well as all Charter School employees.

To reinforce the Charter School's nutrition education program, foods served in the Charter School shall:

- Be carefully selected to contribute to students' nutritional well-being and health.
- Meet the nutritional standards specified in laws and regulations and approved by the Board.
- Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.

- Be served in age-appropriate quantities at reasonable prices.

### **Charter School Food Safety Inspections and Food Safety Program**

The CEO/Principal 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.

The Charter School shall obtain two (2) safety inspections per year in accordance with all local, state, and federal laws and regulations. The Charter School shall release a copy of the report to members of the public, upon request.

The Charter School shall comply with federal requirements in developing a food safety program that enables the Charter School to take systematic action to prevent or minimize the risk of foodborne illness among students.

The Charter School shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and local laws and regulations and federal food safety requirements.

### **Meals**

The Charter School shall permit students to incur reasonable charges for meals, and parents/guardians shall be contacted for payment. The CEO/Principal or designee shall develop and disseminate administrative regulations that establish procedures to control meal charges that conforms to the following:

1. A student who requests a Charter School meal must be provided with one regardless of whether the student has money.
2. When a student owes money for five or more Charter School meals, the Charter School must make at least two attempts to reach the student's parent or guardian and have the parent or guardian apply for participation in the Charter School food program. Although a parent or guardian who owes money to the Charter School is not obligated to apply for free/reduced meals, Charter School shall send an application to the parent or guardian for the free/reduced meals program along with any attempts to contact the parent or guardian regarding money owed for meals.
3. Communications regarding money owed by a student for Charter School meals must be made to the student's parent or guardian.

4. A student who cannot pay for a Charter School meal or who owes money for school meals may not be publicly identified or stigmatized.
5. A student who cannot pay for a Charter School meal may not be required to perform chores or other work to pay for the Charter School meal.
6. A student may not be required to discard a Charter School meal after it was served to the student due to the student's inability to pay for the meal or the amount of money owed by the student for prior Charter School meals.

**Funding**

Any non-program food sold is recorded at the POS machine and there is a report in PrimeroEdge to track this. The revenue will stay within the food service program.

The funds are deposited into a separate bank account and cafeteria funds will be utilized for allowable food service expenditures.

**Non-Discrimination**

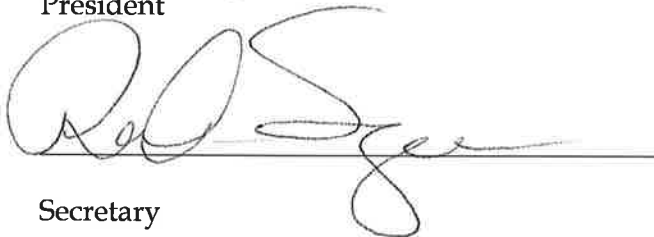
The Charter School shall offer meals to all students without regard to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**

ADOPTED this day 18 of November, 2019

  
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President

  
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Secretary