



NON-INSTRUCTIONAL SERVICES: Food Services

Food and Nutrition Services

I. Purpose

To implement Board of Education of Baltimore County (Board) Policy 3310 by establishing guidelines to ensure that all food and beverages available to students during the school day support healthy eating. The Office of Food and Nutrition Services (hereinafter, “OFNS”) is responsible for implementing the child nutrition programs in Baltimore County Public Schools (BCPS).

II. Definitions

- A. *Maryland Nutrition Standards for All Foods Sold in School* – Minimum requirements adopted by the Maryland State Department of Education (MSDE) for all foods, including beverages, made available for sale to students.
- B. *School Day* – Each day that schools are open. The school day begins at opening bell signaling the commencement of the school day and ends at the bell signaling dismissal.

III. Guidelines

- A. All BCPS schools will participate in the United States Department of Agriculture (USDA) Child Nutrition Program, including the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Summer Food Service Program, Child and Adult Care Food Program and Food Distribution Program.
- B. OFNS shall operate the child nutrition programs in accordance with USDA Food and Nutrition Service and MSDE regulations, monitoring standards and record keeping requirements.
- C. OFNS shall implement federal and state regulations, which apply to all foods and beverages available for sale to students.
- D. All OFNS employees shall receive annual continuing education/training. All training provided under this paragraph will align with USDA professional standards for child nutrition professionals.

IV. School Meals

- A. All menu planning and production of school meals are governed by the USDA Food and Nutrition Service and shall meet the required level of calories and nutrients for specific age/grade groups.
- B. Meals shall be prepared and served following federal, state and local laws and regulations.
- C. Free, potable water will be available to students where school meals are served in the school cafeteria.

V. Other Foods and Beverages

- A. All foods and beverages covered by this rule shall meet the Maryland Nutrition Standards for all foods sold in school and will:
 - 1. Be primarily comprised of fruit, vegetable, whole grain, dairy or protein; and
 - 2. Adhere to fat, sugar, sodium and calorie requirements.
- B. This rule applies to all foods and beverages made available for sale to students in schools, including cafeteria a la carte items, culinary education programs, vending machines, school stores and fundraising activities from 12:01 a.m. until thirty minutes after the end of the school day. This rule does not prohibit the sale of coffee in conjunction with an approved career exploration and development activity in a BCPS high school as anticipated by 7-423.1 of the Education Article.
- C. In accordance with Superintendent's Rule 3125, schools are prohibited from conducting fundraising activities during the school day. In order to comply with the USDA and MSDE nutrition standards for all foods sold in school, the prohibition of the sale of foods and beverages through fundraising activities shall extend from 12:01 a.m. until thirty minutes after the end of the school day.
- D. All vending machines accessible to students, except those operated by OFNS, are prohibited from 12:01 a.m. through thirty minutes after the end of the school day.

VI. Responsibilities

The Office of Food and Nutrition Services shall:

- A. Annually, complete and make available for review an analysis of nutrients included in planned meals to ensure USDA Food and Nutrition Service guidelines are met.
- B. Post the *Maryland Nutrition Standards for all Foods Sold in School* on the OFNS Web site.
- C. Distribute the *Household Meal Benefit Application* to determine student eligibility for free and reduced-price meals at the beginning of each school year and make the application available on the OFNS Web site.
- D. Maintain all applications filed under paragraph VI(C) as required by federal and state laws and regulations, Board policies, Superintendent's rules and school system procedures.

VII. Accommodations and Scheduling

- A. Substitutions to reimbursable meals shall be made for students with a disability or diet-restricted food allergy. Substitutions shall be made only when supported by a statement from a licensed physician that includes recommended alternatives.
- B. The principal shall be responsible for establishing specific meal schedules for breakfast and lunch. Meal service for lunch must be made available every school day between the hours of 10:00 a.m. until 2:00 p.m.

VIII. Use of Office of Food and Nutrition Services Kitchen Facilities by Outside Groups

- A. The health department license issued to the OFNS is not transferable to outside caterers or groups applying for use of OFNS facilities. Such outside groups and caterers are invited to apply for use of the OFNS kitchen facilities and food preparation areas in accordance with Board of Education Policy and Superintendent's Rule 1300, *Use of School Facilities*.
- B. The cafeteria manager shall be responsible for ensuring that the appropriate license is held by any outside caterer or group which has been approved to

hold a function serving food and that an OFNS employee is present during the event. Fees will be assessed in accordance with Board of Education Policy and Superintendent’s Rule 1300, *Use of School Facilities*.

Legal References: 42 U.S.C. §§1751, *et seq.*, *Richard B. Russell National School Lunch Act, as amended*
42 U.S.C. §§1771, *et seq.*, *Children’s Nutrition Act of 1966, as amended*
S. 3307, 111th Cong. (2010), *Healthy, Hunger-Free Kids Act of 2010*
7 C.F.R. Parts 210, 220, 225, 226, and 250, *Child Nutrition Programs*
Annotate Code of Maryland, Education Article §§7-601 TO -605, Subsidized and Free Feeding Programs
Annotated Code of Maryland, Education Article §§7-701 to -704, Breakfast Program
Annotated Code of Maryland, Education Article §7-423.1, Baltimore County – Education – Career Exploration and Development Activities – Coffee (Java Act)

Related Policies: Board of Education Policy 1300, *Use of School Facilities*
Board of Education Policy 3330, *Food Service Finance*
Board of Education Policy 5470, *Wellness*

Related Rules: Superintendent’s Rule 1300, *Use of School Facilities*
Superintendent’s Rule 3125, *School Activity Funds*
Superintendent’s Rule 5470, *Wellness*

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