

WASHINGTON SCHOOL FOR THE DEAF

POLICY: 6720

Approved: **October 12, 2007**

Housekeeping changes only: **April 18, 2012**

SUBJECT: **Meal Sales**

Approved by:


Nita Kamphuis, Chair, Board of Trustees

Washington School for the Deaf operates a school lunch program along with breakfast and dinner service to students. This policy provides clarification for meal sales to eligible students, staff, and stakeholders in compliance with USDA and National School Lunch Program guidelines.

Meals for Staff and Stakeholders

- **Staff** – Individuals from other agencies or schools performing regular duties on-site shall be considered “staff” for the purposes of this policy. Meals will not be sold to the general public except in the case of visiting individuals that are on campus from another school or on an agency-related business matter.
 - **Staff entitled to meals** – Nutrition services staff are entitled to free meals during their shift. Other staff members who are directly supervising students during the meal period are entitled to a department-paid meal (e.g., teachers, teacher aides, residential staff). These meals are not taxable under IRS regulations.
- **Volunteers** - Volunteers working a minimum of four hours on any given day may be eligible for a department-paid meal. It is the responsibility of the Volunteer Coordinator or Department Head for whom the volunteer is working to make that determination.
- **Visiting students/children** – Students visiting from other school districts for field trips, sporting events, etc. and visiting siblings of our students may be served meals at the appropriate meal price for their grade level. If the visiting district wishes to submit their National School Lunch Program (NSLP) status in advance of their visit, the visiting students may pay at the current free/reduced rate.
- **Parents and visitors** - Parents and other individuals may purchase meals at the published meal price while visiting for agency/school related business.
- **Admissions visitors** – As part of an admissions tour, potential students may be served a meal at no charge during their visit. Siblings may be served meals at the published meal price for their grade level and parents/guardians may purchase a meal at the published meal price while visiting the school.

Meal prices

- Meal prices are reviewed and set annually.

The Superintendent is directed to develop procedures to ensure that the necessary fiscal requirements are met regarding this policy.

Legal Reference: USDA Guidelines, Internal Revenue Service Regulations 1.119-1, 1.119-1(a)(2), 1.119-1(a)(2)(ii)(d)