

## **Business/Non-Instructional Operations**

### **Food Service**

#### **Food Service Personnel - Code of Conduct**

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds shall be procured in accordance with the process and procedures established in District policies and in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Funds.

1. No District employee shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
  - a. District employee, officer, or agent;
  - b. Any member of his/her immediate family, (spouse, brother, sister, parent, son or daughter);
  - c. His/her partner;
  - d. An organization that employs or is about to employ one of the above.
2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of a monetary value from contractors, potential contractors, or parties to sub-agreements. In determining whether an item is an impermissible gratuity or of monetary value, the definition of "gratuity" shall be anything of more than fifty dollars in value shall apply.
3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
4. The removal of any food, supplies, equipment, or school property, such as records, recipe books and the like is prohibited.
5. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the District and the outside agency. Individual sales by any school personnel to an outside agency are prohibited.

Failure of any District employee to abide by the above stated code may result in disciplinary action, including, but not limited to, a fine, suspension, or dismissal.

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- (cf. 3320 -Purchasing Procedures)
- (cf. 3323 - Soliciting Prices, Bids)
- (cf. 3326 - Ordering Goods and Services, Paying for Goods and Services)
- (cf. 3542- School Lunch Service)
- (cf. 3542.31 - Participation in the Nutritional School Lunch Program)
- (cf. 3542.33 - Food Sales Other Than National School Lunch Program) (cf. 3542.34- Nutrition Program)
- (cf. 4118.13/4218.13 - Conflict of Interest)
- (cf. 6142.101 - Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes  
10-215 Lunches, breakfasts and other feeding programs for public school children and employees.  
10-215a Nonpublic school and nonprofit agency participation in feeding programs.  
10-215b Duties of State Board of Education re feeding programs. 10-216 Payment of expenses.  
State Board of Education Regulations.  
10-215b-1 School lunch and nutrition programs. 10-215b-1 1 Requirement for meals.  
10-215b-12 Reimbursement payments. (including free and reduced price meals)  
Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751. School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.  
National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.  
42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).  
Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).  
P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751.  
7 CFR Parts 210 & 220 - Nutrition Standards in the National School Lunch & School Breakfast Programs.  
Nondiscrimination on the Basis of Handicap in Programs or Activities. Title 7 Chapter 11 of the Code of Federal Regulation Federal Management Circular A-102, Attachment O FNS Instruction 796-1 Revision 2.  
2 CFR 200.318 General Procurement Standards.

Policy adopted:

**BROOKFIELD PUBLIC SCHOOLS**  
Brookfield, Connecticut