

SOUTH PANOLA SCHOOL DISTRICT



Providing Opportunities for Educational Excellence

SOUTH PANOLA SCHOOL DISTRICT 2026 - 2027 CHILD NUTRITION HANDBOOK

209 BOOTHE STREET, BATESVILLE, MS 38606

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Director of Maintenance	Jeff Darby
Director of Transportation	Kevin Farmer
Multi-Tier System of Support	Tina Moore

CHILD NUTRITION STAFF

Director of Child Nutrition.....	Ashton King-Finnen, MS, RD, LD,SNS
Assistant Director of Child Nutrition.....	Ashanti Hoskins
Manager, Batesville Elementary Cafeteria.....	Tonya Lamar
Manager, Batesville Intermediate Cafeteria.....	Shenail Cox
Manager, Batesville Middle School Cafeteria.....	Sherry Manasco
Manager, Batesville Junior High Cafeteria.....	Jean Davis
Manager, Pope Elementary/Junior High Cafeteria.....	Christy Hudson
Manager, South Panola High School Cafeteria.....	Rebecca Martin

NON-DISCRIMINATION POLICY

The South Panola School District shall not discriminate on the basis of race, color, sex, age, disability, religion, national origin, or military status with regard to any policy, procedure, or program operation. For inquiries regarding this policy on discrimination contact:

TITLE IX COORDINATOR: Dr. Jamone Edwards

ADA/504 COORDINATOR: Mrs. Melinda Price

South Panola School District
209 Boothe Street
Batesville, MS 38606
662-563-9361

USDA NON-DISCRIMINATION STATEMENT

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

PHILOSOPHY

The Child Nutrition Program is an integral part of the total educational program and is governed by the same principles and type of control as any other division of the school.

Individual schools are expected to supervise the cafeteria during meal times. The Child Nutrition Program is operated under the supervision of the Board of Education and not as a concession to any school, individual or group of individuals. It should be operated for the benefit of the students and not as a means of making money for any other school department.

It is highly important that each principal give close attention to scheduling of the children through the cafeteria lines so that sufficient time is permitted for each child to eat, yet not interfere with his or her class schedule.

It is the intent of the Child Nutrition Department to work closely with the administration in achieving the goals of the South Panola School District. It is hoped that a meaningful relationship may exist between the principals, child nutrition office, and administration in achieving these goals. The Child Nutrition Office is open to the local school's needs and wishes to provide service as requested. It is important that the lines of communication between all persons concerned maintain the openness needed for the good of the school district.

FORWARD

The South Panola School District cafeterias are a centralized operation. In order to maintain efficient operation the following policies and procedures have been established. This will enable the administration, child nutrition employees and principals to have a good working relationship and to have a better understanding of the functions, duties and responsibilities of the Child Nutrition Program and its staff.

This manual is not intended to present in detail every responsibility of the child nutrition employee. However, it does provide policies, procedures, and other valuable information, which, if observed and applied, will ensure to a great extent a more effective Child Nutrition Program.

It is the primary function of the South Panola Child Nutrition Program to offer child nutrition to the students enrolled in the schools by first taking into consideration the nutritional needs of the students. Providing child nutrition for employees, authorized personnel and visitors is a secondary function.

The individual Child Nutrition Departments in the schools are to be regarded as a part of the overall school organization and function as an integral part of the educational system of the South Panola School District. With the cooperation of all school employees and students, the objectives of the Child Nutrition Program should be achieved.

OBJECTIVES

- To provide high-quality, nutritious meals that are acceptable to the students.
- To provide each child the opportunity to receive a meal that meets at least one-third of his or her daily nutritional requirements.
- To contribute to the social education of the child by providing for him/her an opportunity to practice courtesy and desirable table manners in a pleasant atmosphere.
- To operate using sound business principles and management.
- To function as an integral part of the educational system of the South Panola School District.

DRUG POLICY

It is hereby declared to be the policy of the South Panola School District that the use, possession, distribution, dispensing or sale of any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined under state or federal law, on or about the campuses of any school ground, any school building or school premises, any school-owned vehicle or any other approved vehicle used to transport students to and from school or school activities, or on or off school property at any school sponsored or school approved activity, function or event, shall be considered sufficient misconduct on the part of any employee of the South Panola School District for the suspension and/or termination of such employee from the South Panola School District. Note: No person will be permitted to use any tobacco product within any school building, bus, school campus, grounds, athletic field, or any property owned, used or operated by SPSD.

This policy applies to medical cannabis. Under the Mississippi Medical Cannabis Act, the South Panola School District:

1. Is not required to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis.
2. May discharge, discipline, refuse to hire or otherwise take an adverse employment action against an individual with respect to hiring, discharging, tenure, terms, conditions, or privileges of employment as a result, in whole or in part, of that individual's use of medical cannabis, regardless of the individual's impairment or lack of impairment resulting from the medical use of medical cannabis.
3. Does not allow the use of medical cannabis by employees while on district property, while at a district-sponsored event, or while performing district business.

FSMC PARTNERSHIP

The South Panola School District has a partnership with Chartwells to manage food service operations throughout the district. All South Panola School Child Nutrition Employees will adhere to the policies and procedures outlined in Chartwells' Associate Handbook.

CHILD NUTRITION MANAGER RESPONSIBILITIES

- The manager should be the first person in the cafeteria each morning and the last to leave in the afternoon. It is the duty of the manager to open and close the cafeteria.
- The manager should not be absent from the cafeteria during the workday without the prior knowledge and approval of the Child Nutrition Director.
- Orders are due as designated by the district Child Nutrition program and should be sent to the district office according to the schedule. All requisitions must be signed by the manager.
- All weekly paperwork is due in the district office each Friday.
- The child nutrition manager or assistant manager (when designated) is responsible for checking in all orders. All deliveries must be checked against the purchase order. All errors must be adjusted on the invoice in the presence of the driver or verified by the driver if adjustment is not possible. Before signing the delivery invoice, any shortage and/or damage should be noted. Food not meeting specifications, such as wrong items delivered or damaged items, is to be returned at the time the order is checked in, and the returned item noted on the delivery invoice.
- The manager is to follow the menu sent out by Chartwells unless permission to change is specifically given. The manager is responsible for seeing that the menu used meets the minimum requirements of the School Breakfast Program and the National School Lunch Program. Exact serving sizes are to be determined ahead of time and posted in the kitchen and the food production record book.
- Production records completed daily.
- Inventory counts of food and non-food supplies should be taken prior to placing orders and full inventory count is to be submitted to the district office on the last working day of each month.
- HACCP records must be completed and up to date. The manager is responsible for maintaining clean, sanitary, and organized office, storage, and kitchen areas.
- Manage staff to follow proper processes and procedures in the kitchen, ensure that absences are managed and requested appropriately, and monitor employee hours daily.
- No food or drink is to be sold except during regular serving hours.
- Leftover food should be kept to a minimum amount by preparing only the amount needed. No leftovers are to be taken from the cafeteria.
- Visits from relatives or friends of employees while on duty are not allowed.
- The telephone is used for cafeteria business only (except in case of emergency). All employee cell phones are to be stored in the manager's office until the break and then time to go home.
- Child nutrition employees are permitted to eat one breakfast in-kind meal and one lunch in-kind meal with milk in the cafeteria daily at no cost. Managers must ring up each employee using the correct ID number. Employees may not choose to take their food home with them. Employees may only eat extra sale items if purchased by the employee.
- Child nutrition employees will have a twenty-minute lunch break at the manager's designated time and are to eat their lunch on the same menu served to students that day,

but in adult-size portions. No additional food is to be prepared. Eating food and drinking beverages in the kitchen and serving area is prohibited. A designated area away from food preparation and serving is allowed for beverages and lunch brought from home. Cups must have a lid and straw or be a “sip” type cup such as a travel mug with a closing mechanism. Cans are not allowed.

- No one except employees shall be admitted to the kitchen during preparation and serving hours except repairmen, deliverymen, or persons in possession of a current health card. Children are not allowed in the kitchen.
- Teachers should be served from the serving lines only. They are not permitted to come into the kitchen for special service.
- The cafeteria will work within reason when a child has special dietetic needs specified by his/her physician in writing. When applicable, the Child Nutrition Department requests to have on file a Special Meal Accommodations form completed by the student(s)’ physician/ medical authority for each student needing dietary modifications. These forms are located on the Child Nutrition Department’s website and must be completed annually by the student’s physician/medical authority.
- Relatives of child nutrition employees should not be granted privileges denied other children.
- Workers are hired to get the best job done, in the least amount of time possible.
- The manager or assistant manager (when designated) is responsible for completing the cash reconciliation sheet, preparing the deposit, and taking it to the bank daily.
- All managers should have the following information on all employees:
 1. Name and telephone number of person to call in case of an emergency
 2. Name of local family doctor
 3. Preference of hospital
 4. Health Department Health Form
- If a child nutrition employee is hurt while on duty, administer first aid if needed. Then, follow the steps listed under the WORKMEN’S COMPENSATION section of this Handbook. The child nutrition manager should assume no financial responsibility for the school. Report all accidents except minor cuts and burns to the Child Nutrition Director immediately.
- The disciplining of the children is the responsibility of the principal and staff, not the child nutrition employees.
- Child nutrition employees are not to use cafeteria equipment or supplies for personal use unless approved by the Child Nutrition Director. Cafeteria equipment or supplies is not to be loaned to outside personnel unless approved by the Child Nutrition Director. The manager is held responsible for the proper use, care, and accountability of all child nutrition equipment. No kitchen equipment can be traded, loaned, or removed from the cafeteria without authorization from the Child Nutrition Director.

CHILD NUTRITION EMPLOYEE RESPONSIBILITIES

- Arrive each day on time and dressed appropriately for work.
- Do every job to the best of your ability and in a cooperative spirit.
- Prepare, batch cook, and serve quality food per planned menu daily.
- Follow at all times instructions given by the manager. The manager is the boss.
- Maintain high standards in relation to personal hygiene and sanitation.
- Attend all staff development, meetings, and trainings as assigned. Complete all required hours of professional development annually.
- Be prepared to cross-train and learn ALL job positions in various locations.
- Avoid unnecessary talking during serving period. Serve with a smile and helpful attitude toward students and staff. Foul language will not be tolerated.
- Handle food only when necessary. Always wear gloves while serving foods that must be handled.
- Disposable utensils and containers should be used when taste-testing food. NEVER taste from the cooking spoon or with your hands.
- Handle dishes, silver, and glasses in a manner to avoid contamination. Clean spoons, forks, and knives must be picked up only by their handles. Clean dishes and glasses must be handled so that fingers do not contact inside surfaces or lip-contact surfaces.
- Utensils must be air-dried before being stored. Silverware is stored in a container to present the handle to the customer.
- Be ready to serve food on time.
- Do not bring any personal belongings into the cafeteria that are not essential. Managers have the right to inspect any bundle that is being taken from the cafeteria.
- Wash hands thoroughly before reporting for duty, after using the restroom, after using handkerchief, and after touching face.
- Be kind and courteous toward students, staff, and fellow employees.
- Notify your cafeteria manager before leaving the kitchen or cafeteria for any reason.
- Maintain clean and sanitary storage, bathroom, and kitchen areas.

STANDARD CHILD NUTRITION DRESS

All child nutrition employees must be properly dressed. This has a tremendous effect on the students' and teachers' impressions of the Child Nutrition Department. The manager should enforce the following recommendations:

- Clean cafeteria approved uniform top and pants.
- Special day dress: All employees must wear the same shirt.
- Comfortable enclosed shoes with non-sliding soles. No sandals, clogs, or "cros".
- Hair and beard restraints and/or approved hats are to be worn by all employees at all times.

- Aprons shall be worn at appropriate times.
- Remove jewelry prior to preparing or serving food or while working around food-preparation. This includes rings (except for a plain band), bracelets (including medical information jewelry), watches, earrings, necklaces, and facial jewelry.
- No t-shirts and/or faded or ripped blue jeans. No shirts with advertising, offensive words or pictures (Only SPSD t-shirts or t-shirts that have been customized for child nutrition employees are acceptable.) No stretch pants or sweat pants.
- Pants will not be allowed to rest below the waistline.
- No visible, colored undergarments.
- Costumes for holidays are permitted provided all workers wear the same special type clothing on these days. The manager should establish the guidelines. The Child Nutrition Director must pre-approve.

PERSONAL HYGIENE

All employees shall maintain a high standard of personal hygiene and observe the following rules of personal cleanliness:

- Report to work in good health, clean, and dressed in clean attire. Report any illnesses to your manager.
- Keep fingernails trimmed, filed, and maintained. Do not wear artificial nails or fingernail polish.
- No false eyelashes.
- Do not wear any jewelry except for a plain ring such as a wedding band.
- Hair shall be kept clean and neat. Hair and beard restraints shall be worn at all times.
- Change apron when it becomes soiled. Apron should never be worn to the restroom.
- Hands should be washed before beginning food preparation, during food preparation, after each visit to restroom, after using a handkerchief or tissue and after touching your face.
- Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
- Chewing gum is not permitted while on the job.
- Eating food and drinking beverages in the kitchen and serving areas is prohibited. Do not taste food from the serving line.

ANNUAL PROFESSIONAL STANDARDS REQUIREMENTS

All Child Nutrition employees are required to meet annual professional standards requirements. This is a state requirement and non-negotiable.

SUMMARY OF REQUIRED MINIMUM TRAINING FOR SCHOOL NUTRITION EMPLOYEES

Job Category Annual Requirements*

1. Directors 12 hours
2. Managers 10 hours
3. Staff 6 hours
4. Part-Time Staff (working less than 20 hours per week) 4 hours
5. Mid-year hires in all categories (January 1, or later) One-half of training requirement for each job category

*Annual requirements apply to the 12 months between July 1 and June 30.

CELL PHONE USE DURING WORKING HOURS

Cell phones should not be used during work hours. If cell phones are brought with you to work, they should be left in your car, or turned off and placed in the manager's office. Employees may check cell phones during break time. In the case of an emergency during working hours, please be aware that you may be reached on the cafeteria phone. If you must use your cell phone for a long distance emergency, please talk with your manager first.

AFTER SCHOOL USE OF CAFETERIA KITCHEN FACILITIES

The Child Nutrition Department is responsible for the kitchen facilities, equipment, and supplies in each cafeteria. The Child Nutrition Department shall be notified when the school or other organization needs to use the cafeteria kitchen and dining area.

NO SMOKING POLICY

No person will be permitted to use any tobacco product within any school building or bus, school campus, grounds, athletic field, or other property owned, used or operated by South Panola School District. (Ref.: Section 97-32-25, Mississippi Code of 1972 and South Panola School Board Policy number GBRL).

SEXUAL HARRASMENT

Violations of the Sexual Harassment Policy (GBR) by administrators, teachers, staff and students will be regarded as a violation of a person's civil rights. Violators are subject to disciplinary action. Reprisals against a complainant may also constitute unlawful behavior. Pursuant to Title IX requirements, all South Panola School District employees are obligated to report any notice or allegations of sexual misconduct & harassment to the Title IX Coordinator. Please refer to South Panola School District Policy Sections GBR, GBR-P, JB and JB-P for any District sexual harassment grievance processes and procedures. Inquiries concerning the South Panola School District Sexual Harassment Policy should be directed to the office of the superintendent.

TITLE IX

The South Panola School District is in compliance with the requirements of Title IX of Educational Amendments of 1972, which prohibits sex discrimination in federally assisted education programs. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program of activity receiving federal financial assistance." The South Panola School District shall not discriminate on the basis of race, color, sex, age, disability, religion, national origin, or military status with regard to any policy, procedure, program operation, or employment. The South Panola School District is required by Title IX and its regulations not to discriminate in such a manner. Questions or complaints concerning Title IX may be directed to Dr. Jamone Edwards, 209 Boothe Street, Batesville, MS 38606;(662) 563-9361; jedwards1@spanola.net.

STAFF COMPLAINTS AND GRIEVANCES

STAFF COMPLAINTS AND GRIEVANCES

LICENSED STAFF

The purpose of this grievance procedure is to secure at the first possible administrative level an equitable solution to any grievance.

DEFINITIONS

The following definitions shall apply in this grievance procedure:

1. A "grievance" is a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or board policy.
2. A "grievant" is a person or persons making the complaint.
3. The term "days" shall mean working school days and shall exclude weekends, holidays and vacation days.

PROCEDURE FOR PROCESSING GRIEVANCES

Grievances shall be processed in accordance with the following procedure:

LEVEL ONE

1. All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the grievant within ten (10) days of the act or omission complained of, and the principal or immediate supervisor and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his/her principal or immediate supervisor, the grievant shall, within ten (10) days after meeting with his/her principal or immediate supervisor, file a written statement with his/her principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his/her principal or immediate supervisor a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by his/her principal or immediate supervisor.
4. After receipt of the written statement setting forth how the grievant was allegedly discriminated against, the principal or immediate supervisor shall hold a hearing and render a decision in writing to the grievant within ten (10) days.
5. The written decision of the principal or immediate supervisor shall be deemed to be accepted by the grievant unless the grievant notifies the superintendent in writing within ten (10) days of the date of the written decision of the grievant's intention to appeal the written decision of the principal or immediate supervisor.

LEVEL TWO

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his/her principal or immediate supervisor, the superintendent shall notify the grievant in writing within ten (10) days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than thirty (30) days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his/her principal or immediate supervisor.
2. The written statement submitted by the grievant to his/her principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit to the superintendent in writing any and all additional information on his/her behalf which he/she desires not later than ten (10) days prior to the date upon which the matter is scheduled for hearing by the superintendent.
3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his/her failure to attend shall be deemed as an acceptance of the written decision rendered by his/her principal or immediate supervisor at LEVEL ONE.
4. The superintendent shall render a written decision to the grievant within ten (10) days of the date upon which the matter was heard.

LEVEL THREE

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within ten (10) days, the grievant may file the grievance with the secretary of the School Board.
2. If the grievance is not filed with the secretary of the School Board within ten (10) days of the hearing at LEVEL TWO, the grievance shall be considered resolved.
3. Within ten (10) days after receipt of the grievance, the Board secretary, in concert with the Board chairman and superintendent, shall schedule a hearing before the School Board on the grievance.
4. The board shall render its decision within fifteen (15) days of the hearing.

ATTENDANCE

The South Panola School District utilizes a computerized clocking system. Child nutrition employees are to report to duty as scheduled by the manager and are to clock in/sign in immediately upon arrival.

If you are to be late for any reason, contact your immediate supervisor so arrangements can be made until you arrive. Employees reporting seven minutes after the scheduled starting time will be considered as late and recorded as fifteen minutes missed. Employees who leave seven minutes before the end of the shift will be recorded as fifteen minutes missed.

If you are to be absent due to illness, notify the manager/director as soon as possible. This should be no later than 6:00 a.m. on the date the illness occurs, and by 2:00 p.m. notification should be given if not returning the next day. You must receive a response. Failure to notify your immediate supervisor of absences for three consecutive days is considered job abandonment and ground for termination.

If you are requesting personal leave, the manager must give prior approval and notify the Child Nutrition Director. No personal leave will be approved on the same day another employee is out. No employee is to leave the campus during on duty hours without permission of their immediate supervisor.

Non-emergency appointments should be arranged around work hours.

Absence due to bereavement leave, military duty, jury duty, and work-related injuries will not be recorded as an absence for purposes of disciplinary action.

An absence without three (3) days advancement or a medical doctor's excuse is considered unexcused.

LEAVE

Sick Leave - Each child nutrition employee at the beginning of each school year shall be credited with a minimum sick leave allowance, with pay of eight (8) days for absences caused by illness or physical disability of the employee during that school year. This minimum allowance is based on an employee working a full year.

Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such employee if the employee remains employed in the school district. Accumulation of sick leave allowed in the school district shall be unlimited and any sick leave in excess of the days credited toward retirement shall be reimbursed at substitute pay rate.

Personal Leave - All full-time child nutrition employees receive three personal days per year. Notice for absence for personal reasons must be provided to the manager 3 days in advance except in case of emergency. Personal leave shall not be taken on the first day of school term, the last day of school term, on a day previous to a holiday/school break or a day after a holiday/school break. ***Personal leave will not be granted on scheduled staff development days.*** Any employee not using their personal leave will have the option of converting any unused personal days to sick leave for the next school year.

Sick and Personal Leave - Prorated - Sick and personal leave granted to an employee who begins work with the South Panola School District after the school session opens shall be prorated based on the number of days remaining in the school year.

The following table shall be used in the allocation for granting sick and personal leave:

DAYS EMPLOYEE IS TO WORK

10 to 25 days
26 to 50 days
51 to 75 days
76 to 100 days
101 to 125 days
126 to 150 days
151 to 175 days
176 to 200 days
201 to 225 days
226 to 242 days

SICK DAYS GRANTED

1 sick day
2 sick days
3 sick days
4 sick days
5 sick days
6 sick days
7 sick days
8 sick days
9 sick days
10 sick days

The following table shall be used in the allocation for granting Personal Leave to employees:

DAYS EMPLOYEE IS TO WORK

1 to 80 days
81 to 160 days
161 to 240 days

PERSONAL DAYS GRANTED

1 day
2 days
3 days

Donation of Sick/Personal Leave - Any school district employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the same school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following: (1) The employee donating the leave (the “donor employee”) shall designate the employee who is to receive the leave (the “recipient employee”) and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation. (2) The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than 7 days of personal leave remaining, and the maximum amount of unused accumulated sick that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee. (3) An employee must have exhausted all of his or her accumulated leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated injury or illness leave shall be based upon review and approval by the donor employee’s supervisor. (4) Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician’s statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work. (5) If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees. (6) Donated leave shall not be used in lieu of disability retirement.

Family & Medical Leave - An employee has a right under the Family & Medical Leave Act of 1993 (FMLA) for up to 12 weeks of unpaid leave in a 12 month period for the birth of a child, or the placement of a child for adoption or foster care; or a serious health condition that makes you unable to perform the essential functions of your job; or a serious health condition affecting your spouse, a child, a parent, for which you are needed to provide care. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

Jury Leave - Employees shall be released for jury duty and will be paid their regular salary. Should an employee be dismissed from jury prior to 12:00 noon on any given day, the employee will return to his/her place of employment for the remainder of the school day. Jury leave will be approved by the Child Nutrition Director upon presentation of the summons.

HEALTH INSURANCE

All full-time child nutrition employees are eligible for health insurance. An employee is required to complete an Application for Coverage form to apply for or waive coverage within the first 31 days of employment. If an employee does not enroll or waive coverage within 31 days of employment, application for coverage may be made only during Open Enrollment or a Special Enrollment period. Open enrollment occurs each October and an employee may choose to elect coverage for self, spouse/or any eligible dependents.

PERSONAL RETIREMENT

As a condition of employment full-time child nutrition employees shall become members of the retirement system (PERS) provided such persons are under the age of 60 years at the time of their employment.

WORKMEN'S COMPENSATION

The South Panola School District is covered under the Workers' Compensation Law. All employees are afforded coverage for work-related accidents without using their health insurance. In the event an employee is hurt on the job, the employee must follow these steps when able:

1. Inform the manager immediately.
2. Inform the Child Nutrition Director.
3. Call the Employee Injury Call Center: (833) 202-6254; Call 911 for Medical Emergencies.
4. Inform the district contact person prior to seeing a doctor: (662) 563 – 9361
5. The manager must complete an accident report and the employee must sign it. This report must be forwarded to the Child Nutrition Director and Human Resources Department.
6. The injured employee must complete a Worker's Compensation Claim Form – First report of Injury or Illness is due within three (3) days of accident or injury.

It is the employee's responsibility to provide the Child Nutrition Director and the Human Resources department with a copy of the work status report upon receipt from their doctor. Decisions to return will be reviewed on an individual basis, based on information provided by the physician.

OUTSIDE EMPLOYMENT

Outside employment shall not be permitted to jeopardize the effective performance of an employee or make it in any way difficult to adequately perform his/her duties or carry out his/her responsibilities. If outside employment is deemed incompatible with the employee's responsibilities and requirements from the Child Nutrition Department, the employee will be given a choice of resigning from the outside employment or having his/her contract terminated.

PAYROLL

All personnel shall be paid on the last district working day of the month by direct deposit.

The following documents must be filed with the South Panola District prior to the issuance of the first pay warrant:

- W-4 Form State Tax Form
- Retirement Enrollment Card
- I-9 Form
- Direct Deposit Form
- Photo Copy of Social Security Card
- Second proof of identification

Timesheets for employees will be due on the last day of the payroll period (see Payroll Periods in the appendix).

EMPLOYEE EVALUATION

An evaluation procedure is established for appraising employee performance. This evaluation is done by school child nutrition managers. This evaluation serves as a means of establishing communication between the employee and his/her supervisor and informs employee of performance level, and management expectations. Managers are evaluated by the Child Nutrition Director.

After the probationary period has been successfully completed, evaluations are made annually. The manager arrives at a rating by comparing performance with performance standards. The evaluation process is thoroughly explained to each new employee by the manager at the time of employment. Both the evaluator and evaluatee shall sign and date the employee appraisal evaluation form. The evaluatee's signature will not imply agreement but will indicate knowledge that the process has been carried out and that a copy of the results has been provided. The original copy of the evaluation results will be maintained by the evaluator, and copies will be provided to the evaluatee. A copy of the evaluation results will be kept.

TYPE OF EVALUATION:

Probationary – Each new regular employee will have his/her performance evaluated by the corresponding school Child Nutrition Manager during the first 90 days.

Primary – Each regular employee will have his/her performance evaluated at least once a year. Evaluation ratings are the responsibility of the school Child Nutrition Manager, subject to review by the Child Nutrition Director.

Special Evaluation – A school Child Nutrition Manager may initiate an additional evaluation any time an employee's performance is found to be unsatisfactory.

REDUCTION IN STAFF

Dismissal or demotion necessitated by a reduction in staff shall be done on the basis of seniority in the South Panola School District from among those in the class or group of staff to be reduced, those with the least seniority being the first to be dismissed or demoted without regard to race, creed, sex, marital status, handicap, age, national origin, or color.

CHILD NUTRITION TERMINATION

Child Nutrition employees may be terminated for, but not limited to, the following reasons:

- Not performing job assignments.
- Taking food or supplies from school nutrition facility (this includes leftover foods).
- Failure to follow dress code.
- Repeated tardiness, absences, or abuse of sick leave.
- Failure to follow time clock procedures to document exact time of arrival and departure.
- Accepting or soliciting gifts or tips or gratuities from suppliers.
- Leaving the cafeteria work area without permission.
- Smoking on school property.
- Possession or use of unauthorized drugs or alcohol.
- Presenting false information for financial gain.
- Use of threatening or abusive language.
- Violating safety and health rules. Failure to use safety supplies such as goggles, gloves, belts, and masks when necessary.
- Failure to accept work assignments.
- Inability to work with others.
- Failure to follow the chain of command: Employee to Manager, Manager to Director, Director to Superintendent, Superintendent to School Board.
- Insubordination, discourteous conduct, and disobedience.
- Proven dishonesty.
- Conviction of a job-related crime.

TAKING FOOD OFF SCHOOL PREMISES

In order to protect the reputation of the majority of child nutrition personnel, the State Department of Education recommends the implementation of the following management policies:

- Child Nutrition employees shall not purchase food or other items from vendors who deliver

to the Child Nutrition Program.

- Food scraps shall not be taken from the school premises by school employees except in a school owned vehicle for the purpose of disposal.
- Child nutrition employees are discouraged from using large purses and from carrying largebags and packages from the premises. Personal articles are to be stored in employee lockers or designated area.

The above policies are used widely in the Child Nutrition industry and with the current emphasis on improved management of the Child Nutrition Program.

SCHOOL BOARD POLICIES

(Board Policy Number JGHR)

1. It shall be the responsibility of the principal to arrange the schedule so that the children will at all times enter the cafeteria, eat their lunch, and return to their classrooms in an unhurried and relaxed manner. Teachers will come down the serving lines with their class at serving time in order to keep the serving line moving on schedule and to supervise the behavior of their children.
2. No lunches will be served to carry out of the dining area with the exception of alternative meals, meals for special needs students at parents request or contracted meals (i.e. Mill-creek).
3. Bulletins each day issued by the secondary schools should be given to the manager so the manager may know the activities for the day, especially if it affects the number to be served in the lunchroom. Information regarding large groups leaving campus who ordinarily eat shall be given to the manager two (2) weeks in advance for the purpose of ordering food. Exact numbers should be given the day before.
4. The Director of Child Nutrition must be notified at least three (3) weeks in advance of any change in menu, such as special dinners, field trips, etc. Notification for field trips should be given as soon as the field trip is scheduled to alleviate over ordering or over production of food. This is a cost issue.
5. Relatives of school lunch employees shall not be granted privileges denied other children.
6. Free meals will be served to all students enrolled in South Panola School District.
7. Foods and beverages available in the lunchroom shall be only those which contribute both to the nutritional needs of the child and to the development of desirable food habits.
8. No one except food service employees shall be admitted to the kitchen during preparation and serving hours with the exception of repairmen, deliverymen, or persons in possession of a current health card.

POLICY ON COMPETITIVE AND EXTRA FOOD SALES

1. No food items will be sold on the school campus for one hour before the start of any meal service period, during the meal and until the last meal is served.
2. The school food service shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.
3. With the exception of milk products and water, a student may purchase individual components of the meal only after the purchase of a reimbursable meal.
4. Students who bring lunch from home may purchase milk products or water without purchasing a reimbursable meal.
5. A La Carte meal service for students is not permitted. Each meal must be priced and served as a unit. Extra food sales are menu items which may be sold in addition to the school lunch to participating students.

CHILD NUTRITION PROGRAM MEAL/ACCOUNTABILITY SYSTEM

BOARD POLICIES

1. Prepayments will be allowed from students in daily, weekly, monthly or yearly amounts.
2. No charges will be allowed for adult meals without a signed letter of agreement allowing meals charged to be deducted from their paycheck on a monthly basis.
3. Money not utilized will be credited to the student's account for the next week. Refunds will be made only when a student withdraws from school. All requests for refunds shall be addressed to the Child Nutrition Director. Cashiers are not allowed to refund money in an account.
4. Adults may purchase individually priced items or a full meal.
5. Offer vs Serve will be implemented for breakfast and for lunch at South Panola High, Batesville Junior High, Pope, Batesville Intermediate, and Batesville Middle.

SALES MECHANISM: VERBAL IDENTIFIER - UNIQUE NUMBER - SCAN CARDS

APPROVAL OF FREE/REDUCED APPLICATIONS: The Child Nutrition Office approves all applications and provides the schools with Free/Reduced data through a computer network. South Panola School District participates in Provision 2 under USDA's National School Lunch and School Breakfast programs, which allows all students to receive free meals regardless of their eligibility status. No meal applications will be collected until the 2028-2029 school year.

PROCEDURES FOR COLLECTION OF ADVANCE SALES OF MEALS

1. Advance sales are taken daily in the cafeteria for lunch and breakfast in the form of cash, check, or money order.
2. The manager or cashier will immediately key the payment into the POS system making the payment/deposit on the appropriate student's account.
3. Advance payments may also be made online through MySchoolBucks.com. These payments will automatically appear on the student's account the following business day.

ACCOUNTING FOR FUNDS NOT UTILIZED

1. If a student has money in his/her meal account that has not been utilized, it will remain in the account until he or she uses it. Unspent money continuously rolls over from each school year to the next until the student uses the funds or graduates.
2. When a student graduates or withdraws from the school district, positive funds may be:
 - a. donated to the Child Nutrition Department
 - b. transferred to another student in the district
 - c. reimbursed once the parent/guardian has completed the Refund Request Form at the district office.

CONTROL OF NAMES AND NUMBER PROCEDURE

1. The district student database will be uploaded by homeroom to the food service database.
2. The manager will print a master roster with the names and numbers of all students and their category of approval.
3. All names of withdrawn or transferred students are dropped by the district student database, in the computer with the date noted.
4. The Central Office will update participant data daily or as needed to keep school data current. Each school should run a master list each month and keep on file.

POINT OF SALE PROCEDURES

1. The cashier will review the menu each day before the line starts to be certain that he/she is aware of what constitutes a reimbursable meal.
2. The cashier shall be positioned so that he/she reviews the tray after the student has made all food selections (at the end of the serving line).
3. Students will enter the cafeteria for breakfast directly from the bus. Teachers will take the students to the cafeteria by homeroom/class for lunch.
4. If a student comes through the line with more than one reimbursable meal or comes through the line twice, only one of those meals can be counted as a reimbursable meal. The second meal must be paid for at the time of service and cannot be charged to the student's account when there are not enough funds available.

5. Students will be given an ID card for breakfast and lunch. In the event the card is lost, a student may purchase another card for \$1.00 or may give his/her number verbally to the cashier.
6. In the event a student gives an ID number or ID card at breakfast or lunch that has already been used, that student should be requested to step out of the line and see the manager. The manager should ask for the student's name and verify the number. If the name and number match, ask the teacher to verify the student's identity and allow the student to eat. The manager should report the incident to the principal and the Child Nutrition Director and a plan should be developed to prevent this event from happening again.
7. Each adult will be assigned a POS number. The cashier keys in their number and collects the appropriate amount of money or charges the teacher's account if an Employee Charge Form has been signed and submitted to the Child Nutrition Department.
8. Guests will not be permitted to charge meals unless prior agreement has been made with the Child Nutrition Department that the school district will cover the cost of the meals(s). Non-paying guests will sign a register sheet at the end of the serving line and payment will be made immediately upon service.
9. In-kind meals will be keyed into the point-of-sale computer system by employee name and number, when available, so that the meals can be counted with end of day reports.

CASH CONTROL PROCEDURES

1. Each morning the child nutrition manager should obtain the change fund from the designated secure storage area.
2. The child nutrition manager should count and verify the change fund before issuing to the cashier.
3. The manager should give the cashier the appropriate change fund. The cashier should immediately verify cash issued by the manager and place it in the cash drawer.
4. At the close of service, the cashier should remove the change fund from the drawer and place it in the bank bag.
5. The cashier should then count the money in the cash drawer and reconcile it to the daily deposit check report.
6. The cashier gives the manager the following:
 - a. The change fund
 - b. The cash drawer with the amount of deposit
7. The child nutrition manager should verify:
 - a. The change fund
 - b. The cash drawer
8. The child nutrition manager should run the end of day reports:
 - a. Daily deposit checks
 - b. Daily recap and reconciliation report
 - c. Transaction journal
 - d. Edit report
9. The child nutrition manager should compare the total potential sales to actual cash collected and monitor the cash short/over.

10. The child nutrition manager should prepare the bank deposit and have a second person verify the deposit amount showing on the deposit form where both the person making the deposit and the secondary person validate the dollar amount by signature.
11. The child nutrition manager should take the bank deposit directly to the bank for deposit in a bank bag.
12. The child nutrition manager should place the change fund in the secured storage area.
13. The child nutrition manager should transmit the daily cash reconciliation sheets to the Child Nutrition office weekly. The manager will staple all bank deposits slips to the daily reconciliation sheets for the week before turning in to the district office every Friday.
14. The child nutrition manager will file breakfast and lunch transaction journal sheets each day. All reports should be kept on file for five years plus the current school year.
15. At no time is the bank bag or cash drawer to be left unattended.

NATIONAL SCHOOL LUNCH PROGRAM

The nutritional goal for school lunches is to provide approximately one-third of the Recommended Dietary Allowance (RDA) as specified by the National Research Council for children of various ages. The school lunch pattern provides a framework for planning nutritionally adequate school lunches. This pattern for school lunch is based on the RDAs for ten to twelve year-old boys and girls and adjusted for other age groups.

VAREITY IN SCHOOL LUNCH

All age students enjoy exercising their “choice.” Offering food choices within the school lunch menu is highly recommended. A school may wish to offer choices within a component such as main dishes, vegetables/fruits and breads. Additional choices may be offered, such as, a choice of menus: sandwich lunch, salad lunch, low calorie lunch, and/or other various combination lunches. No matter how many choices may be offered, each student should receive a lunch that meets the minimum school meal pattern requirements.

SCHOOL BREAKFAST PROGRAM

School breakfast provides a good start toward meeting a child’s daily nutritional need of food energy, protein, vitamins, and minerals. There is reason to believe that a regular breakfast enhances a student’s academic response. A food component is one of three food groups that comprise reimbursable breakfasts. These are: fruits (or vegetables as substitute); grains (with optional meats/meat alternates); and fluid milk. Schools must always offer all three food components in at least the minimum daily required quantities. A food item is a specific food offered within the three food components. For the purposes of OVS, a school must offer at least four food items from the three required food components (fruits, grains, milk).

OFFER VS. SERVE

The regulation which allows students to choose less than all of the food items within the meal pattern is known as “offer vs. serve” (OVS). Public Law 94-105 (October, 1975) requires that senior high school students be offered all five food components of the school lunch. Those students must choose at least ½ cup fruit or vegetable plus 2 additional full meal components. The mandate allows students to refuse two of the five components, which they did not intend to eat, thus reducing plate waste. Under OVS at breakfast, the student must select three food items, including at least ½ cup of fruits or vegetables, to have a reimbursable breakfast meal. School meals (for the paid and reduced-priced categories) must be priced as a unit. OVS does not affect the meal’s unit price. Students who take 3, 4, or 5 food components for lunch or 3 or more food items for breakfast pay the same price. Local School Food Authorities may choose to implement OVS in junior high, middle, and/or elementary schools. “Over vs. Serve” is being implemented at South Panola High School, Batesville Junior High, Batesville Middle School, Batesville Intermediate School, and Pope School. If a school does not participate in OVS, all five components at lunch and all four items at breakfast must be put on the plate for the meal to be reimbursable.

SPECIAL MEAL ACCOMMODATIONS

Program regulations require School Food Authorities (SFA) to ensure that breakfast, lunch, snack, or milk (meals) offered through the School Meal Programs meet the respective meal pattern requirements established in the Program regulations. Federal law and USDA regulations further require SFAs to make reasonable modifications to accommodate children with disabilities. This includes providing special meals, at no extra charge, to children with a disability when the disability restricts the child’s diet. SFAs are required to make substitutions to meals for children with a disability that restricts the child’s diet on a case-by-case basis and only when supported by a written statement from a State licensed healthcare professional, such as a physician, who is authorized to write medical prescriptions under State law (State licensed healthcare professional). The South Panola School District is not to make the determination of whether an individual shall be provided substitutes in foods.

The American with Disabilities Act Amendments Act of 2008, P.L. 110-235 (ADA Amendments Act) clarified that Congress intends the term disability to be broad and inclusive. According to the ADA the term ‘disability’ means:

- A physical or mental impairment that substantially limits one or more major life activities of such individual
- A record of such an impairment
- Being regarded as having such an impairment

Schools should be aware of the Individuals with Disabilities Education Act of 1990 (Public Law 94-142, 20 U.S.C. 1400, IDEA) as amended. The U.S. Department of Education’s (ED) implementing regulations for IDEA may be found at 34 CFR Part 300. IDEA requires each public agency to take steps to ensure children with disabilities have an equal opportunity to benefit from extra-curricular services and activities, including meals.

This guidance only addresses modifications required to accommodate disabilities. However, SFAs have the option to accommodate special dietary needs that do not constitute a disability, including those related to religious or moral convictions or personal preference. Meal modifications to accommodate a food preference or for religious, ethnic, moral, or other reasons may be reimbursed, provided these meals adhere to the standards found in Program regulations (see 7 CFR 210.10 (m)(3)). When providing a substitution for a child without a disability, the substitution must be consistent with the meal pattern requirements specified in Program regulations in order for the meal to be reimbursable (see: 7 CFR 210.10 (m)(3)).

Special Meal Accommodation forms may be found on the Child Nutrition Department's website.

STUDENT/PARENT INVOLVEMENT

Regulations (7CFR part 210.12) require that schools promote activities to involve students, parents and communities in the National School Lunch Program. Such activities may include menu planning, enhancement of the eating environment, program promotion and related student-community support activities. School Food Authorities are encouraged to use the school Child Nutrition Program to teach students about good nutrition practices and to involve the school faculty and the general community in activities to enhance the program. Since involvement of students and parents in the National School Lunch Program is a requirement, schools should document all activities. Local educational agencies must comply with the provisions of §210.30(d) regarding student, parent, and community involvement in the development, implementation, and periodic review and update of the local school wellness policy.

PRODUCTION RECORD

A food production record is a daily written history of the number of each menu items planned, prepared and served. The "Red Book" issued by the State agency is the official documentation source for food prepared and served. It is a single source document that for audit purposes documents nutritional guidelines have been met. In addition to meeting the federal requirement, production records are a valuable management tool in the operation of a successful Child Nutrition Program. The Production Record Book must be kept on file for five years plus the current school year.

FOOD PRODUCTION SCHEDULE

It is important for each manager to post a daily food production schedule for the week. This should include the recipes to be followed, the quantities needed, and the person responsible for the assignment. The production schedule should include special duties and cleaning to be done. Certain menu items must be scheduled in advance, and it is recommended that before employees leave at the end of the workday, the food production schedule for the following day be reviewed. Recipes should be issued, items weighed, and pre-portioning begun. Production schedules must be kept on file for five years plus the current year.

PROCEDURES FOR SERVING LINE

- A lunch schedule should be posted near the serving line. All necessary foods and utensils should be on the serving line, along with the servers, well before the first students arrive.
- The heated section of the serving line should be heated prior to serving time so that hot foods may be kept at the correct temperature (140° F).
- Cold foods, such as juice, should be served cold (41° F or colder); hot foods should be served hot (140° F or above) to every student.
- Hot foods must be placed at counter level within easy reach to avoid burns and spills.
- Serving line areas should be kept immaculately clean. Mop up spills immediately with a clean damp towel kept in proper chemical solution.
- Cleaning chemicals shall not be stored in the serving line area.
- The server should see that each compartment is clean.
- Return utensils to the dishwashing area if they are not clean
- No food should be served with fingers. Use scoops, spoodles, plastic gloves, or tongs.
- Food should be covered with pan lids. Paper or cloth towels are not to be used as covering for food.
- Notify the worker assigned of the food needed on the steam table in sufficient time so that there will be no interruption of service.
- Trays should not be served until students enter the lunchroom. Do not serve or pre-plate trays ahead.
- Servers at the steam table should be attentive to their duties throughout the serving period.
- Make sure that the proper serving size scoop/spoodle is used to ensure a reimbursable meal, adjusting for elementary and secondary students.
- The manager should prepare a demonstration/sick tray to keep for one week in refrigerator in case of foodborne illness. This is most important and should be adhered to.
- Hair restraints should be worn at all times for sanitary reasons. Only Child Nutrition personnel are to serve food to students and adults. Unauthorized personnel are not allowed behind the serving line at any time.
- Child nutrition workers who serve should present a friendly, helpful attitude toward the students and faculty, but they have no jurisdiction over student discipline.

USDA COMMODITIES

Congress annually appropriates funds from the U.S. Department of Agriculture to assist schools by providing cash assistance and agricultural commodities to assist child nutrition programs with the food budget. These foods are excellent in quality, offer additional variety to the menu, and help to maintain a balanced budget. The manager is responsible for seeing that the commodities are stored and utilized properly.

TRANSFER OF COMMODITIES

Commodities may not be sold, traded, or removed from the cafeteria except when properly transferred to another school or the home economics department. Transfer sheets should be completed in the computer inventory system when possible and signed by the manager transferring the product and by the manager/teacher receiving the product. The exclusive use of commodities in a la carte or adult service is prohibited. It must be a component of the reimbursable meal. Since commodities are allocated on the basis of approved meals for students, they must be used for that purpose. Transfer sheets must be kept with production records for five years plus the current year.

HOME ECONOMICS DEPARTMENT

The State Department of Education Child Nutrition Program allows the transfer of commodities in Sections 416 and 32 to the home economics department. The commodities may be used in training students in their non-profit programs. Food items containing commodities may not be sold to the community. Transfer sheets must be kept with production records for five years plus the current year.

PURCHASING

The purchase of items for use in the Child Nutrition Program will be made in compliance with Federal Management Circular A-102, Attachment 0 and Mississippi State Law, using the procedures outlined in the Procurement Plan approved by the school board. All purchasing paperwork shall be kept for five years plus the current year.

STORAGE OF FOOD

- USDA Commodity foods and purchased foods may be stored alongside each other.
- Date all cases/boxes with a permanent marker when they are received. All products should be labeled with the following:
 - a. mm/dd/yyyy
 - b. name of product if not visible on packaging
 - c. label “USDA” when applicable
- Remove product from cardboard boxes for storage on shelves. Size of storeroom determines methods to use for storing food items.
- Rotate stock using the first-in-first-out method (FIFO).
- Store items used less frequently in less accessible areas.
- Store light-weight items nearest the top shelves and heaviest items at waist level or below.
- Detergents and cleaning supplies must be stored in a separate room from food and food supplies. Chemical supplies should be stored in their original containers.
- Discard empty food containers. Empty food containers should never be washed and reused.
- Assign cleaning of storage areas on a daily and weekly basis.
- Proper forms must be completed when destroying food. Approval from the Child Nutrition Director is required.
- Have a place designated for everything and keep everything in its place.
- Cover all foods stored in refrigerators or freezers and label any opened foods or leftovers.
- Leftovers should be used within 30 hours or frozen for use at another time.
- Leftover foods must be either refrigerated or frozen in proper containers and marked with contents and date. Any unused food that cannot be kept by one of these methods is to be destroyed. It is NOT permissible to give away or sell leftover foods to individuals or organizations.

CLEANING EQUIPMENT

The Regulation Governing Child Nutrition Sanitation manual (FDA Food Code 2017: Chapters 4-1 thru 4-9) describes the standards for equipment construction and procedures for cleaning equipment. These standards are used by manufacturers of child nutrition equipment and enforced by local health departments.

MANUAL WASHING

The washing of dishes, pots, pans and utensils by hand should be done in a three-compartment sink. In the first compartment, the scraped dishes, or utensils should be washed in a detergent solution with water at 100 to 125 degrees Fahrenheit. The second compartment is for rinsing soap off. The third compartment is used for sterilizing. There are two methods of sanitizing that are acceptable: the hot-water method and the chemical method. In the hot-water method, dishes are immersed in water at or above 171 degrees Fahrenheit for 30 seconds, or; immersion

for at least one minute in a clean solution containing at least 50 parts per million of available chlorine as a hypochlorite and having a temperature of at least 75 degrees Fahrenheit.

MECHANICAL WASHING

A mechanical dishwasher should be used for cleaning and sanitizing any utensil that will fit into the machine and does not have electrical parts. There are two types of mechanical dishwashing machines: those using chemical sanitizing and machines using hot water sanitizing. When chemicals are used for sanitization, they must be automatically dispensed in such concentration and for a period of time to provide effective bactericidal treatment of equipment and utensils. Chemical sanitizers must meet the requirements of the regulatory authority. When hot water is used for sanitizing, it is essential that the water temperature be maintained at a minimum of 140 degrees Fahrenheit for washing. The first rinse should be 170 degrees Fahrenheit and the final rinse at 180 degrees Fahrenheit.

DRYING

All equipment and utensils shall be air-dried.

PREVENTION OF FOOD POISONING

- Food should never be served if there is any doubt as to the condition or flavor.
- Rules for sanitation must be observed by all child nutrition employees in regard to handwashing. Hands should be washed after using the restroom, before beginning work, between preparation of each different food, and after touching face or hair. Remind employees often of the necessity for scrubbing hands.
- Check all meat when delivered. Keep meat refrigerated until ready for cooking. Do not leave ground meat out of the refrigerator for more than 30 minutes.
- Check canned food before and after opening.
- See that all raw fruits and vegetables are thoroughly washed several times before paring.
- The manager should be personally responsible for checking all leftover foods to be stored in the refrigerator, and getting them out for use.
- The refrigerator should be washed daily. All foods should be removed on Friday afternoon so that the refrigerator may be thoroughly cleaned.
- Salad dressing, meat broths and stock, and soups should be stored in the coldest part of the refrigerator. As an added precaution, salad dressing should not be left out of the refrigerator, and should not be put on salads more than one hour before serving.
- Protect all food materials from flies, mice, and roaches. Use preventative measures against these pests.
- Child nutrition workers should avoid sneezing, coughing, and talking over raw food.
- The manager should see that every precaution is taken in the preparation detail and that particular attention is given to cleanliness by all workers to prevent food poisoning.
- The manager should arrange his/her work schedule so that he/she can be present at all times during the morning to supervise every detail of the food preparation.

- A sample plate must be prepared each day consisting of all food items offered. The plate will be kept refrigerated until the following Monday when it should be discarded.
- If food poisoning is suspected the manager should:
 - Notify the Child Nutrition Director immediately.
 - If the Director is unavailable, immediately call the Child Nutrition Office to notify the Assistant Child Nutrition Director.
 - Notify the principal.
 - Do not give medicine.
 - Keep the sample of foods served that day.

COMMON TYPES OF EMERGENCIES

CLOTHES ON FIRE - Never run. Running fans the fire and causes more severe burns. Lie down on the floor covering the face with both hands, and roll over slowly to smother the flames. If someone else catches on fire, instruct him to follow the same procedure. If a coat or big cloth is available it also may be used for smothering the flames.

OBJECT IN THE EYE - Eyes should not be rubbed if a foreign object gets in them. Rubbing can cause additional damage. If any type of cleaner splashes in the eye, flush the eyes with cold water immediately and continuously. Go to the doctor promptly.

BROKEN BONES AND SPRAINS - The most important safety rule when broken bones or muscles sprains are suspected is to avoid movement of the injured part to prevent additional injury. Keep the person quiet and call for help. Never have the person to stand or try to walk in order to find out what hurts.

HEAD INJURIES - A bump on the head can be quite painful, with redness and swelling at the site of the injury. Severe blows on the head may knock a person out. Never attempt to give the injured person fluids. Keep the person lying down, and cover him to keep him warm. Call for help immediately. Each school child nutrition facility should have a first aid kit.

SAFETY ON THE JOB

The kitchen area is a potential safety hazard. It is THE RESPONSIBILITY OF THE MANAGER to instruct workers in accident prevention. To ensure every worker's safety, hazards must be recognized and appropriate precautions taken. The following guidelines should be followed:

- Use heavily padded pot lifters for lifting hot food. NEVER use dish towels or wet lifters.
- Keep pan handles out of aisles so they will not be knocked off when passing.
- Know the equipment being used and use it with respect. Machinery and tools must be used only for their intended purposes.
- Wear cut resistant gloves when using or cleaning machines and knives.

- Never touch food even with a utensil when power driven mixing machines are in motion.
- Before cleaning a machine, changing an attachment or handling a cutting part, set the safety switch or pull the plug.
- Quantity food preparation can require a lot of lifting and carrying of heavy things. Lifting incorrectly will strain muscles. To lift a load from the floor, squat with one foot flat on the floor and lift with your leg muscles. Keep your knees bent and back rounded. To avoid carrying heavy things long distances, use a dolly or a cart or get assistance from a co-worker.
- Wipe up all spills immediately to prevent falls. Wet floors must be posted with “Wet Floor” signs.
- Keep floor clean and free of grease residue.
- High traffic areas must be cleaned in such a fashion that provides a dry walk surface at all times.
- Report all accidents, no matter how slight, to your manager immediately.
- Store small utensils so that knife blades and other sharp edges will not cause injury.
- Never cough or sneeze on foods.
- When trying to reach something on a high shelf, stand only on a stable support, such as a sturdy stepladder. Never stand on the edge of a chair or stacked boxes.
- **NEVER THROW WATER ON A GREASE OR OIL FIRE.** Water will cause the grease to splatter and gush up a sudden spurt of steam. Quickly cover a grease fire with a lid to smother the flames (a lid should always be close at hand when cooking with grease). Soap powder thrown on a grease fire is also effective in extinguishing the flames.
- Do not handle food if hands are cut or infected.
- Report any item of equipment that appears defective or unsafe, or any unsafe act observed.
- Safety guards should never be removed or modified.
- Horseplay, running, and practical jokes are not permitted.
- Fire extinguishers are not to be removed from their location or used for any purpose other than control of a threatening fire. Report the use of a fire extinguisher immediately.
- Wear only approved non-slip safety shoes.

GENERAL RULES FOR FIRE SAFETY

If a fire occurs in the kitchen, the manager in charge should do the following: **REPORT THE FIRE.**

- A. Activate the alarm
- B. Use the nearest phone
 - Identify yourself
 - Give exact location
 - Identify the object on fire
- C. Employees should assist the manager in the following:
 - Direct fire fighters to the site of the fire.
 - Cover grease and fats on the stove.
 - Turn off ventilating systems.

- Turn on all lights.
- Turn off dishwashing machines.
- Assume post at kitchen and dining room fire extinguishers.
- Close all windows and doors.

USE THE FIRE EXTINGUISHERS. All workers are given fire extinguisher directions at the beginning of each school year.

NEVER LET THE FIRE GET BETWEEN YOU AND THE EXITS. KEEP CALM.

ELECTRICAL SAFETY TIPS

Always disconnect appliances before adjusting or cleaning and after using them. Switches simply turn appliances off. **THEY DO NOT PROTECT YOU FROM SHOCK.** Before adjusting or cleaning any appliance, disconnect it --pull the plug out of the socket. If using a damp cloth to clean the appliance, let the appliance thoroughly dry before plugging it in again. It is a good habit to unplug all small appliances whenever finished with them.

All electrical appliances should be checked periodically to be sure there is not trouble brewing. Some of the most common shock hazards on appliances are worn cords, broken connections, exposed wires, and loose parts. When trouble is spotted, disconnect the appliance and tell the manager about the hazard so that he/she can have it repaired. Do not try to fix it yourself, leave that to the experts.

BASIC SAFETY RULES FOR USING ELECTRICAL APPLIANCES

- Never drape electrical cords across sinks.
- Never stretch electrical cords across walkways.
- Never turn an electrical switch ON or OFF or plug in the socket with wet hands or while standing on a wet floor.
- Never use more than two appliances on a double wall socket. Overloaded circuits are shock and fire hazards.
- Pull plugs from the sockets by the PLUG, not by the CORD.
- Never leave an appliances unattended for a long time while in use.
- Never probe appliance with metal forks or other metal instruments.
- Keep all liquids and metal away from the outside of the appliance.

PREVENTION AND CONTROL OF INSECTS

- Garbage cans should be kept as clean as possible and covered at all times.
- **UNDER NO CIRCUMSTANCES WILL GARBAGE BE KEPT IN THE KITCHEN OVER-NIGHT.**
- Keep liners in all garbage containers. Scald and air daily.
- Keep entrance or delivery door to cafeteria clean at all times.
- Report to the central office any doors that need repairing.
- Report to the central office if additional spraying is needed by the pest company.
- Keep storeroom shelves immaculately clean. Any open food such as flour and sugar should be placed in tightly closed container.
- Inspect food supplies before storing or using them.
- Do not store food or containers directly on the floor.
- Remove and destroy infested food. Clean up all spillage immediately.
- Clean shelves before adding new stock.
- Clean empty bins and containers before refilling.

2026

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
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23	24	25	26	27	28	29
30	31					

SEPTEMBER						
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27	28	29	30			

OCTOBER						
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NOVEMBER						
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29	30					

DECEMBER						
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2027

JANUARY						
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31						

FEBRUARY						
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28						

MARCH						
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28	29	30	31			

APRIL						
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25	26	27	28	29	30	

MAY						
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23	24	25	26	27	28	29
30	31					

APPENDIX A: SOUTH PANOLA SCHOOL CALENDAR

July 27: Staff Development *(no students)*

July 28: Staff Development *(no students)*

July 29: Staff Development *(no students)*

July 30: First Day for Students

September 7: Labor Day *(school closed)*

October 5-9: Fall Break *(school closed)*

October 12: Professional Development - Data day *(no students)*

October 13: School Resumes for Students

November 23-27: Thanksgiving *(school closed)*

November 30: School Resumes for Students

December 18: Students Last Day of School

December 21-January 3: Christmas Break *(school closed)*

January 4: Professional Development - Data day *(no students)*

January 5: School Resumes for Students

January 18: Martin Luther King Jr. Day *(school closed)*

February 15: President's Day *(school closed)*

March 22-26: Spring Break *(school closed)*

March 29: Professional Development - Data day *(no students)*

March 30: School Resumes for Students

May 20: Students Last Day of School

May 21: Teacher Work Day *(no students)*

May 22: Graduation

CALENDAR KEY

 Professional Development Day *(Teacher attendance, no students)*

 Students in School

 Schools Closed

 Students Last Day of School

 Graduation

2026-2027 SPSPD PAYROLL PERIOD

Beginning Date	Ending Date	# of Days: 187 Days	# of Days: 202 Days	# of Days: 242 Days	Pay Date
7/1/2026	7/11/2026	0	0	22*	7/31/2026
7/12/2026	8/8/2026	10**	20	20	8/31/2026
8/9/2026	9/5/2026	20**	20	20	9/30/2026
9/6/2026	10/3/2026	19	19	20	10/30/2026
10/4/2026	10/31/2026	15	15	20	11/30/2026
11/1/2026	11/28/2026	15	15	19	12/18/2026
11/29/2026	1/9/2027	20	20	20	1/29/2027
1/10/2027	2/6/2027	19	19	20	2/26/2027
2/7/2027	3/6/2027	19	19	20	3/31/2027
3/7/2027	4/10/2027	20	20	20	4/30/2027
4/11/2027	5/8/2027	20	20	20	5/28/2027
5/9/2027	6/5/2027	10	15	20	6/30/2027
6/6/2027	6/30/2027	0	0	18	7/31/2027

* Includes 17 days from June 2026

Subject to change based on school calendar

** Review hours in next pay period to verify salary earned in this pay period

202 Day employees begin Monday, July 13, 2026 and last day Friday, May 28, 2027