

**FOOD AND NUTRITION SERVICES
2016-2017**

A) Mission: Each student and customer will be offered a variety of appetizing high quality nutritious food, served promptly, at the proper temperature, and at a reasonable cost. Each customer will be served by friendly food service staff in a clean and safe environment. Students will be encouraged to learn about the importance of proper nutrition and will be active participants in the meal program.

B) National School Lunch Program:

1. Free/reduced price meal applications – Each student receives an application form. **For applications containing income information, only one application is required per family.** To qualify, a student must be directly certified (food stamps, migrant, etc.) or have an approved application on file. For continuous benefits, returning students in families with income applications **must** submit a form annually (during first 30-days of school). Applications from students entering school after the initial 30-day grace period must be approved before benefits are granted. Parents are notified about the result of the submitted application by means of a letter. **If the meal status qualifies the student for additional services, the parent must retain a copy of this approval letter for further documentation.**
2. Breakfast – Each school offers a breakfast program. **Lunch eligibility extends to breakfast.**
3. Extras – Regardless of meal status, if student packs lunch and desires to drink milk, cash or money in account is required.

C) Financial Procedures:

1. Pre-payment system – Each student is assigned a cafeteria number. This number is used at the point of service and is never to be shared. It is preferred that pre-payment money be paid by check (identified with account number). For elementary and middle school students cash should be placed in an envelope and clearly marked with the student’s name and account number. Once the money is deposited in the student’s account, the school cannot distinguish or control how it is “spent”. Unless authorized by the parent, money in the account is for the child of the student, and the student is **not** able to “purchase” items for other students. The parent and student should communicate about the selection of breakfast, ice cream, or other a la carte items. Account balance can be viewed on parent portal of Power School.
2. On-line payment – Parents have the opportunity to deposit money into their child(ren)’s meal account using the internet. To learn more and be able to view account balances, visit the web site: www.myschoolbucks.com

Prices -	<u>School Level</u>	<u>Breakfast</u>	<u>Lunch</u>
Full-paying	High School	\$1.25	\$2.20
Full-paying	Middle School	\$1.25	\$2.20
Full-paying	Elementary	\$1.25	\$2.20
Reduced	All	\$.30	\$0.40
Adults	All	\$1.75	\$3.00
2 nd Lunch	All	--	\$3.00

4. Charging – Guardians are financially responsible for all items purchased by their child(ren). **Students with a negative account balance are not permitted to select a la carte items (cash or account).** Students are notified at the cashier’s station as the account balance begins to approach a zero balance. Every effort should be made to avoid reaching a zero balance. **In the event it reaches zero, the following procedures apply:**

High School – Meals will continue to be served, but excessive charging may result in selected student privileges being withheld. This includes car parking and exam exemption privileges. Students in arrears are notified at the point of service and weekly email correspondence is sent to parents.

Middle School – Meals will continue to be served, while student receives reminder slips to be taken home. Weekly email correspondence is sent to parents. Continued charging may result in selected student privileges being withheld.

Elementary School – Meals will continue to be served, while student receives reminder slips to be taken home. Weekly email/letters are sent to parents. Parents are expected to pay lunch charges immediately.

- D) Offer versus Serve:** To be served and counted as a meal: Any student may refuse one menu item at breakfast, but at least one fruit must be selected. All students must select minimum of three of the five lunch menu components, one of which must be a fruit or vegetable. Individual servings (without a meal) of entrees and potato products are not available to students.
- E) Delayed School: Breakfast is available on one and two hour delay schedule.**
- F) Allergies:** Students with special dietary needs or allergies require annual physician statement.
- G) Guests:** Welcome anytime! Please call/contact school in advance if planning to eat meal.
- H) Smart Snacks in Schools:** Federal regulations are intended to encourage the consumption of healthy snacks. Specifically, they prohibit the sale of foods and beverages to students that fail to meet specified nutritional criteria. This applies to all foods and beverages sold to students from 6:00 AM until 30 minutes after the dismissal bell. Specifically, this means that all food fundraisers, person-to-student sales (with possible immediate consumption), vending, etc. must occur after 30 minutes after the school day OR must be in compliance with nutritional perimeters. The specific perimeters are: <200 calories per item, <35% of weight from total sugar, <230 mg. sodium, <35% calories from total fat, <10% calories from saturated fat, and zero grams of trans fat. Should any sales to students occur during the specified times above, the responsible school employee must maintain records of nutritional compliance or seek a waiver from these regulations.