

POLICY SERIES 6000 – MANAGEMENT SUPPORT

WELLNESS**NUTRITION STANDARDS IMPLEMENTATION**

Since there are four major programs/organizations engaged in food sales governed by the Smart Snack standards within the Olympia School District, there are four designated authorities who approve/review/monitor Smart Snack sales in Olympia Schools. They are as follows:

1. USDA meal programs and a la carte sales – Supervisor of Child Nutrition
2. DECA program and student stores – Director of Career and Technology Education
3. Vending Program – Business Manager
4. PTA/ASB/PTO Intermittent Fund Raisers – Building Principal Specific

The following documentation must be submitted, in advance of sales, to the designated authority, as part of the prior approval and annual review process for any food items sold on campus during the school day:

1. In a box or binder (depending upon the size of proposed menu) the following sections/subfolders:
 - a. Menu Section: total list of all menu/sales items available
 - b. Label Section: contents organized in same order of the listed sales items in section. For each item sold include:
 - i. Manufacturer's Product formulation statement (required - this is listed creditable ingredients).
 - ii. Manufacturer's Nutrition Fact Label (required - this is the standard nutritional label with the contents and nutrient analysis data, can be combined with formulation statement).
 - iii. CN label (This would only be required of the a la carte items normally sold to students as part of the regular USDA meal, that don't meet Smart Snack standards in a stand-alone analysis. Left over monitoring required along with review of ongoing menu practices.)
 - c. Product Recipe, including portion standard: this is only relevant when ingredients (above items) are used to create/assemble another sales item (e.g. not required for prepackaged sales item).
 - d. Alliance for Healthier Generation Calculator print out (e.g. the Smart Snack Calculator results) <http://foodplanner.healthiergeneration.org/calculator/>
2. Authority contact information: Name, Phone, Location/Address, (This is the person to contact with questions regarding nutrient content, recipe, or other submittal information.)

All foods sold on campus during the school day (e.g., vending machines, bake sales, school stores) must meet USDA Smart Snacks in Schools standards.

ADVISORY COMMITTEE

The Superintendent will appoint a Healthy Youth Task Force to assist in development and implementation of the District nutrition, health and wellness policy. The committee will include the food service director, parents, administrators, students, teachers, school nurses, public health professionals and the public.

PROGRAM EVALUATION

Program changes will be implemented as necessary. The Superintendent or designee is responsible for evaluating and assessing whether Board policy and procedures are implemented and the effectiveness of the nutrition, health and fitness program.

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CHARGING MEALS IN SCHOOLS**Purpose**

To establish consistent meal charging and collection procedures district wide. The goals of the procedures are:

- To maintain a positive experience for students during meal service.
- To treat all students with respect and dignity.
- To establish practices that are age-appropriate.
- To minimize meal charges and encourage parents to pre-pay for all meals.
- To promote parents' responsibility for meal payments and self-responsibility of the student.

Payments in advance for meals enables the District to achieve these goals.

Emergency Meal Service

The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the child's statement of need will be accepted and food will be made available upon a site administrative decision. Annually, the principal, or designee, in cooperation with the Child Nutrition Supervisor, will develop procedures to provide meals to students without lunch money.

Evaluate Individual Circumstances

When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, administrators should consider if circumstances in the home warrant contacting social workers or Child Protection Services. Frequent requests may indicate the family's need for free or reduced-priced meals. If for any reason, parents decline to complete an eligibility application and the principal is aware that the student is eligible for free or reduced-priced meals, the principal may complete an application on behalf of the student. Written justification must be made on the application as to the reason the student should be receiving free or reduced-priced meals. (CFR 245.6 (d))

Pre-paid Meal System

The school meal accounting system is a pre-paid system. Parents or guardians must deposit money into their child's account before meals are served. Payments can be made daily, weekly, monthly or annually. In addition to using cash and checks, parents can also pay online with their credit/debit cards. It is the parent's responsibility to make sure money is in the account or a home-prepared meal is sent to school with their child.

Repayment for Meal Charges and Bad Checks

Every effort will be made to collect for unpaid meals. Unpaid meal charges will result in the following:

- A verbal reminder to the student
- Automated telephone call to the home and an email will be sent to the parent
- A statement reminder will be sent home if the parent does not have an email address
- A weekly report sent to the principal for negative balances \$30.00 and over.
- In a case of significant delinquent payments, a letter or personal phone call will be sent from the Child Nutrition Department

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Program Limitations

Students with negative account balances can only purchase regular breakfast and lunch meals. A la carte (extra) items cannot be charged. Monies received from students with negative account balances must first be used to satisfy the negative balance. No change will be given back to students with negative account balance and any extra monies will be deposited the student’s account.



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