

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>AUXILIARY</u> Child Nutrition Program	950
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I. GOAL OF PROGRAM

The Board recognizes that it is important for students to receive proper nutrition so that they are ready and able to take advantage of educational opportunities.

It is the purpose of the Child Nutrition Program of Caswell County Schools to insure that all children in Caswell County Schools will have daily access to nutritionally adequate meals. The goals of the school nutrition services program are as follows:

1. Operating the school nutrition program efficiently so that earnings may be used to reduce the cost of food, serve more nutritious food, and provide free or reduced price meals to eligible students;
2. Enhancing student's ability to learn by providing nutritional meals at school;
3. Minimizing obesity and encouraging life-long healthy eating habits consistent with the health education curriculum; and
4. Providing courteous service to students, employees and authorized visitors.

II. PROGRAM OPERATIONS

All schools shall participate in the National Child Nutrition Program, under the jurisdiction of the State Department of Public Instruction, Division of Child Nutrition. All programs shall be operated in accordance with federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture, state guidelines established by the State Department of Public Instruction and local guidelines established by Board Policy.

All federal and state revenues shall be accepted and applied so as to maximize the use of such funds for the purpose of providing quality meals to students at the lowest price.

Annual Agreement to Administer the Federally Funded School Nutrition Program

The Local Education Authority (LEA) acting on behalf of the School Food Authority (SFA) shall annually agree with the North Carolina State Board of Education, Department of Public Instruction to administer and comply with the conditions of the Agreement to Administer the Federally-funded Child Nutrition Programs which are based on public laws, regulations, statutes, policies, procedures and best practices that govern the Child Nutrition Programs to be operated by the SFA.

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Free and Reduced Priced Meals

The school system will provide free and reduced price meals to eligible students in the schools. The Child Nutrition Program shall make applications for free or reduced priced meals readily available to parents or guardians and shall accept completed applications at any time during the school year. The information provided on the meal application is confidential. Program procedures must conform to state and federal requirements regarding participation in programs for free and reduced price meal benefits.

Non-Discrimination

No child will be discriminated against because of race, religion, sex, color, national origin, age, disability or eligibility status for free and reduced price meals.

Food Safety and Sanitation

The school system’s food service program will comply with all local, state, and federal rules and regulations to establish and maintain high standards of safety and sanitation. The school nutrition program will have a written food safety program that includes a hazard analysis critical control point (HACCP) plan that covers all areas where food is stored, prepared and served.

Meal Pricing

The price for meals will be determined in accordance with federal law.

Meal Payments

Advance payment for meals may be made at the school site or through an online payment system as approved by the LEA. The amount of pre-payment will be entered into the child’s cafeteria account as identified by the child’s serving identification number and/or student identification number. Students may pay also on a daily basis.

Meal Charges

Students who are required to pay for meals are expected to provide payment in a timely manner. The board recognizes, however, that students occasionally may forget or lose their meal money. The board therefore allows under the direction of the Superintendent the development of a charge procedure to manage situations in which students are unable to pay for a meal on a particular day. The Superintendent shall ensure that federal child nutrition funds are not used to offset the cost of unpaid meals and that the CNP is reimbursed for uncollected student meal charges prior to September 30th of each year.

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STUDENT MEAL CHARGE PROCEDURE

Parents/Guardians are responsible to ensure that children have an adequate breakfast/lunch from home or sufficient funds to purchase school meals. Students may apply for free/reduced meals each school year and at any point during the school year.

ELEMENTARY CHARGE PROCEDURE

- The charge procedure is designed to assist the student in emergency situations. Students who have insufficient, forgotten or lost meal money will be allowed to charge meals.
- The charge option is not allowed for A la carte items.
- No A la Carte/Snack item purchases will be allowed until meal charges have been paid.
- Adult meals may not be charged.
- At the point of sale, Child Nutrition staff may allow a student meal purchase from a student's negative balance by following the Point of Sale transaction procedures.

Cashiers will verbally inform students when the student has reached a low, zero and negative balance in their meal account.

- The maximum amount a student may accumulate in charges is **\$7.50**.
- An alternate meal option will be offered to students who have reached the maximum amount of charges. An alternate breakfast shall consist of the following: Cereal, juice and milk.

An alternate lunch shall consist of: Cheese & grain (sandwich or crackers with cheese), fruit, vegetable, and milk. In situations where a student is lactose intolerant, an alternate lactose-free food item(s) will be provided, if medically appropriate.

- Child Nutrition Staff will inform the school principal /bookkeeper of students who have reached a negative balance. The school office will be provided with a list of these students with meal charges. The student /household will receive a negative balance letter (bill). The office will be responsible for routing the negative balance letter home by the students to inform parent/guardian.
- The Child Nutrition Program will continue to contact the student household by letter until payment for meal charges is received.

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- Cashiers will accept payment for meal charges by following Point of Sale procedures.
- Student accrued charges will roll over each school year.
- Uncollected charges will not be covered by Child Nutrition Funds.
- It is the responsibility of the student/ parent /guardian (household) to pay for any meals a student has charged.

Note: Any uncollected meal charges will not be covered by Child Nutrition Funds. Any uncollected charges must be cleared by the end of the school year. Refer to the LEA plan for appropriate use of designated LEA funds in reference to meal charges.

MIDDLE AND HIGH SCHOOL CHARGE PROCEDURE
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- **The charge procedure is designed to assist the student in emergency situations. Students who have insufficient, forgotten or lost meal money will be allowed to charge meals.**
- The charge option is not allowed for A la carte items.
- No A la Carte/Snack item purchases will be allowed until meal charges have been paid.
- Adult meals may not be charged.
- At the point of sale, Child Nutrition staff may allow a student meal purchase from a student's negative balance by following the Point of Sale transaction procedures.

Cashiers will verbally inform students when the student has reached a low, zero and negative balance in their meal account.

- The maximum amount a student may accumulate in charges is **\$7.50**.
- After reaching the maximum amount of charged meals, a student's failure to pay for previous meals will result in a referral to the school office for a conference with the school principal or his/her designee.
- An alternate meal option will be offered to students who have reached the maximum amount of charges. An alternate breakfast shall consist of the following: Cereal, juice and milk.

An alternate lunch shall consist of: Cheese & grain (sandwich or crackers with cheese), fruit, vegetable, and milk. In situations where a student is lactose

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intolerant, an alternate lactose-free food item(s) will be provided, if medically appropriate.

- Child Nutrition Staff will inform the school principal /bookkeeper of students who have reached a negative balance. The school office will be provided with a list of these students with meal charges. The student /household will receive a negative balance letter (bill). The office will be responsible for routing the negative balance letter home by the students to inform parent/guardian.
- The Child Nutrition Program will continue to contact the student household by letter until payment for meal charges is received.
- Cashiers will accept payment for meal charges by following Point of Sale procedures.
- Student accrued charges will roll over each school year.
- Students who end the school year with a meal balance owed will not be allowed to charge meals in a new school year until the previous meal charges are paid in full.
- Uncollected charges will not be covered by Child Nutrition Funds.
- It is the responsibility of the student/ parent /guardian (household) to pay for any meals a student has charged.
- **Graduating seniors with financial obligations to the school district, including any meal debt that is unpaid, will be required to pay the debt before participating in the Graduation Ceremony.**

Note: Any uncollected meal charges will not be covered by Child Nutrition Funds. Any uncollected charges must be cleared by the end of the school year. Refer to the LEA plan for appropriate use of designated LEA funds in reference to meal charges.

Adult Meals

The only adults who may eat in the school food service department are school employees, personnel on official school business and invited local patrons. These persons pay, as a minimum, the adult price for meals. Adults may purchase individual food items without purchasing a complete meal.

A la carte Sales

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A la carte sales in the Child Nutrition Program are limited to foods contributing to the nutritional well-being of the child and aiding in the establishment of good food habits. A la carte foods may not include food of minimum nutritional value.

Competitive Food Sales and Standards

Competitive foods - refers to foods and beverages which are offered at school, other than meals and snacks served through the federally funded school lunch, breakfast and after-school snack programs. Competitive foods include: extra foods and beverages sold through “a la carte” lines (which offer other food items for sale alongside the federally-reimbursed school meals); snack bars; student stores; vending machines; and school fundraisers. Competitive foods rules also apply to fundraising activities where tokens of exchange for foods or beverages or pre-orders are to be delivered later in the day.

All foods or beverages sold to students outside the federal school lunch, breakfast, or school snack programs at any time from midnight through 30 minutes after the dismissal bell rings are considered “competitive foods.”

Competitive food sales by a school of extra food items in the lunchroom or its general environs must be on a non-profit basis. “On a non-profit basis” means that the sponsor deposits income from the sale of such food items to the account of the school’s non-profit lunch and breakfast programs and uses the income solely for these programs.

Smart Snack Standards

The Smart Snack Standards, required by the Healthy, Hunger-Free Kids Act of 2010, allows schools to offer healthier snack foods to children, while limiting junk food. As based upon the decision of the Local Board of Education, an agreed upon “Smart Snack” option must be chosen for the LEA. This Smart Snack Option must be in compliance with “Smart Snacks Standards” and NC Policies governing the time of day foods and/or beverages may be sold by the LEA to students.

Each school is expected to establish regulations in accordance with these requirements.

I. PROGRAM MANAGEMENT

II.

The Caswell County School System shall administer a Child Nutrition Service Program in accordance with Federal and State standards and requirements.

Planned Menus

Uniform menus shall be established for Caswell County Schools by the Child Nutrition Director. Additional menu items may be offered along with the uniform menu to

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provide students with varied food choices. Menu additions and/or adjustments must be approved by the Child Nutrition Director. Menus must conform to the requirements of the Child Nutrition Division of the State Department of Public Instruction.

Special Diets

Schools shall make food substitutions for students who have restricted diets due to a disability. Substitutions will be provided for a child with a disability only when supported with a statement by a licensed physician. Students whose disability restricts their diet will be served special meals at no extra charge. Schools may also make substitutions in food choices for students who have other special dietary or medical needs.

Child Nutrition Director

The Child Nutrition Director shall be responsible for the following aspects of the program:

- A. Menu Planning
- B. Purchasing
- C. Fiscal Management
- D. Food Production and Service
- E. Staffing and Employment
- F. Staff Development and Training
- G. Employee Supervision Concerning Program Implementation

The Child Nutrition Director, through administrative support, central office staff, and the managers of the individual schools, shall carry out the supervisory and administrative duties.

Role of School Principal

Under the North Carolina General Statutes, the Principal of the school is responsible for the total school operation, including the School System's Child Nutrition Program: therefore, it is essential that in the management of the Child Nutrition Program that the Child Nutrition Director and staff should coordinate all activities that would affect the school with the school Principal, and that the school Principal will work to assure that the policies of the Board are carried out in the school and will coordinate with the School System's Child Nutrition Director and the Cafeteria Manager to assure that the School System's Child Nutrition Program is operated according to policy.

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The school Principal is responsible for the day-to-day supervision of the Child Nutrition employees in the individual schools.

Child Nutrition Program Legal References:

G.S. 115C-47;

National School Lunch Act, *as amended*, 42 U.S.C. § 1751, *et seq.*;

Child Nutrition Act of 1966, *as amended*, 42 U.S.C. § 1771, *et seq.*;

7 CFR Parts 210, 215, 220, 225, 226, and 245;

State Board of Education Policy TCS-S-000;

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g;

Healthy, Hunger-Free Kids Act of 2010, P.L 111-296;