

BOARD AGENDA ITEM
May 23, 2017

SUBJECT:

Changes to Policy EF and Administrative Rule EF-R Food Services/Nutrition Education

BACKGROUND:

New rules issued by the U. S. Department of Agriculture require updates in the language of policies and administrative rules addressing school meal programs by July 1, 2017. Specifically, local school districts are required to include processes to address student meal accounts, including charge accounts, alternate meals, and unpaid and surplus meal balances.

ADMINISTRATIVE CONSIDERATION:

The revised policy and administrative rule address new federal and state requirements. The administrative rule also includes the process for ensuring that new procedures and expectations are disseminated regularly to all schools and stakeholders.

RECOMMENDATION:

Approve the proposed changes on first reading

ATTACHMENT:

Policy EF and Administrative Rule EF-R Food Services/Nutrition Education

PREPARED BY:

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FOOD SERVICES/NUTRITION EDUCATION

Code **EF** Issued **8/06**

Purpose: To establish the board's vision and the basic structure for district food services, nutrition standards and nutrition education.

~~The district food service program operates under the current guidelines and standards established by state and federal laws and the South Carolina Board of Education. All school meals will meet the nutritional standards outlined in the federal and state laws, the National School Lunch Act, the National School Lunch Program and the School Breakfast Program and the South Carolina Student Health and Fitness Act. Meals will also follow recommendations of the most recent Dietary Guidelines for Americans. The district participates in and adheres to their regulations for providing nutritional, well-balanced breakfasts and lunches in all schools.~~

The purpose of the district food program is as follows.

- to maintain and improve the health and physical fitness of the school child by providing him/her with an adequate meal
- to provide a satisfactory learning experience in the food program which will contribute to the overall development of the child
- to provide free or reduced-priced meals for students from economically deprived families

~~The confidentiality of students applying for or receiving free or reduced-priced meals will be maintained. Eligibility for students to receive free or reduced price meals will be determined by current federal and state laws. Schools will make every effort to eliminate any social stigma attached to the program and prevent the overt identification of students who are eligible for free or reduced price meals.~~

A School Health Advisory Council will plan and develop the district wellness policy and monitor the school health policies and programs.*~~(remove asterisk)~~

The board, with the recommendation of the food service director, sets meal prices for students and adults. The price for adult meals is set based on USDA regulations.

The principals, in cooperation with the food service director, are responsible for the overall operation of the cafeterias in their schools. Individual school lunchroom managers work under the supervision of school principals and the food service director.

~~The food service program will be operated under the general recommendations and standards established by the South Carolina State Board of Education.~~

The district will not deny any child who a principal or teacher believes is improperly nourished a free lunch, milk or other food simply because the district has not received proper application from the child's parent/legal guardian.

~~The administration will establish rules and procedures which conform to state and federal requirements regarding participating in programs for free and reduced price meals and supplementary food. The administration will report such regulations to the board from time to time for its approval.~~

C-5 Attachment

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Principals have forms for requesting and establishing the need for free lunches in their school offices.

This policy will be under the control of the superintendent or his/her designee. The food service director with the school principal will provide reports, purchasing records and audits to demonstrate the following.

- adherence to food guidelines
- changes in revenue because of policy implementation
- staff has received appropriate training
- cafeterias meet health department food safety requirements

~~(** Asterisks indicate compliance is contingent upon the appropriation of adequate funding by the State Budget and Control Board.*)~~

Students/parents/legal guardians wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the district's school nutrition program should submit or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.S., Washington, D.C. 20250-9410.

This nutrition/food service policy is an integral part of the Student Health and Fitness Act of 2005. Refer to the physical education (IHAE) and the competitive food policy (EFE) for additional guidelines.

Policy assessment will be ongoing and may be amended as deemed necessary.

Adopted 11/9/71; Revised 6/10/75, 10/23/01, 8/8/06

Legal references:

A. Federal law:

Child Nutrition Act of 1996 (CAN), 42 U.S.C.A Section 1771, et. seq.
Healthy, Hunger-Free Kids Act of 2010, Pub. L. No. 111-296, 124 Stat. 3183

- ~~1. Section 10(a) of the Child Nutrition Act of 1996 (CNA), as amended by P.L.95-166 in 1997.~~
- ~~2. National School Lunch Program Regulations, Section 210.11.~~
- ~~3. School Breakfast Program Regulations, Section 220.12.~~

B. S. C. Code of Laws, 1976 as amended:

1. Students Health and Fitness Act of 2005, Sections 59-10-310 through 380 - Nutrition standards.

C. State Board of Education Regulations:

1. R43-168 - Nutrition standards for elementary (K-5) school food service meals and competitive foods.

FOOD SERVICES/NUTRITION EDUCATION

Code **EF-R** Issued **8/06**

Food services

Standards for elementary schools (K-5) will be as follows.

- Offer a minimum of two of entrees for lunch.
- Offer a minimum of three milk choices (two percent, one percent and nonfat).
- Provide low-fat and non-fat salad dressings.
- Provide information on calories, percentages of fat and serving sizes of school meal items.
- Offer a minimum of four choices of fruits and vegetables daily.
- Offer whole-grain food in all programs in elementary schools to meet bread and cereal requirements.
- Encourage preschool, kindergarten and elementary students to try a variety of foods.
- Encourage input regarding the selection of food times in elementary (K-5) schools to be offered in the school meal programs.
- Each elementary school will provide students a minimum of 20 minutes to eat lunch once they have received their food. *
- Require the school cafeteria manager to meet with student advisory committees in grades four through five a minimum of twice a year.
- Allow students to purchase at a la carte prices an additional serving of any food item that is part of a reimbursable meal (serving sizes should be comparable to those of the meal components).

Foods prepared for consumption at school by the parent/legal guardian will not be restricted.

The sale or distribution of food or beverages through fundraisers will not be prohibited when sold off school campus.

Nutrition education

Students in grades K-8 will receive comprehensive health education annually that includes nutrition education, with students in grades K - 5 receiving nutrition education weekly. ~~*(remove asterisk)~~

Students in grades 9-12 will receive comprehensive health education that includes nutrition education. ~~*(remove asterisk)~~

Topics on nutrition will be integrated into the entire curriculum when appropriate.

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Caloric balance between food intake and energy expenditure will be emphasized.

Fruits, vegetables, whole grain products, low fat and fat-free dairy products and healthy food preparation methods will be promoted.

Parents/Legal guardians will be encouraged to pack healthy lunches and snacks and refrain from including beverages and foods that do not meet nutritional standards.

Nutrition education may be provided in the form of handouts, wall or bulletin board posters or banners.

~~(* Asterisks indicate compliance is contingent upon the appropriation of adequate funding by the State Budget and Control Board.)~~

This food service/nutrition policy is an integral part of the Student Health and Fitness Act of 2005. Refer to the physical education (IHAE) and competitive food policy (EFE) for additional guidelines.

Student Meal Accounts

All cafeteria purchases should be prepaid before meal service. The district offers a variety of methods for parents/legal guardians to fund their students' meal accounts including online payments at K12PaymentCenter.com, payments by cash or check to a student's account at the school, or a student paying for the meal in person at the lunch line.

Charge accounts

Students may charge meals up to the following limits: \$24.00 for elementary students, \$10.00 for middle school students, and \$10.00 for high school students. A student who charges a meal may not charge any à la carte items or additional items that would result in a cost above and beyond the base meal cost. Parents/legal guardians will receive at least one written notification prior to a student being denied the ability to charge meals.

Food service employees and each building principal will work together to prevent meal charges from accumulating. Parents/legal guardians are expected to pay all meal charges in full by the last day of the school year. Negative balances that remain will be carried forward to the following school year.

Alternate meals

Once a student has received the maximum number of charged meals, he/she will be provided with an alternate meal consisting of a sandwich, fruit cup and milk. Students will not be charged for alternate meals. In order to safeguard the dignity and confidentiality of students, reasonable efforts must be used to avoid calling attention to a student's unpaid balances and/or inability to pay. All parents of students who are to receive an alternate meal will be notified either by letter or phone by school personnel.

No student will be denied an alternate meal. If a student comes to school with no lunch and no money on an ongoing basis, food service employees or other mandated reporters will report this information to the building principal as this may be a sign of abuse or neglect, and the proper authorities will be contacted.

Modifications will be made to alternate meals to ensure that any students with medically documented special dietary needs are provided with appropriate accommodations.

Unpaid balances

Students with unpaid balances will not be denied a meal if they have money in hand for a meal on a given day.

The food service manager and other school personnel will coordinate communications to parents/legal guardians to resolve unpaid balances in meal accounts. The food service manager will send out balance notification letters weekly to parents/legal guardians via the student. If the balance remains unpaid, the food service manager will call the household and/or mail letters to the household to notify parents of the outstanding balance. In the event that the previous steps provide no progress or resolution, food service officials may request assistance from the principal or his/her designee who may contact parents/legal guardians by phone call or using an automated call system. These communications will include providing families with information about the free and reduced lunch programs and the programs' application process.

Parents/legal guardians are encouraged to discuss payment arrangements with the food service manager and building principal. In establishing the terms of repayment plans, the district will assess each household's particular circumstances and will consider factors including, but not limited to, family size, employment status, and family member medical circumstances. Negative balances in excess of \$24.00 not paid in full within 10 days of the last instructional day of the school year will be turned over to the Director of Food Service or his/her designee to initiate formal collection efforts, up to and including legal action if appropriate, to recover the costs for unpaid meal charges.

Surplus balances

At the end of the school year, surplus balances in student meal accounts for those students who pay full price for meals will be carried forward to the next year unless the parent/guardian requests reimbursement in writing. Students who qualify for reduced price lunch will receive a full refund of any surplus balances.

Students who graduate or withdraw will be notified by mail and given the option to receive a refund or to transfer the surplus meal account funds to students with negative balances. If no response is received within 30 days of the mailing of this notification, the student's meal account will close and the funds will be transferred to the School Food Service Fund.

Dissemination of procedures

At the beginning of each school year, the information contained in this administrative rule and any associated procedures will be shared with administrators, principals, school food service professionals, and other district stakeholders charged with duties related to the school food services program. Parents/legal guardians and students will be notified in writing of this rule and any associated procedures at the beginning of the year, upon transferring into the district, or upon transferring into a new school within the district.

Issued 8/8/06