

Food Service Policy

The St. Croix Central School District participates in the National School Lunch/Breakfast Program.

The district policy, in conformance with federal regulations, is committed to:

1. Assuring that all students in the district receive proper nourishment.
2. Serving nutritious, high quality meals to the students of the district.
3. Maintaining accurate records of meals sold and served to students and staff.
4. Maintaining a computerized debit accounting program.
5. Insuring that the district manages the School Lunch/Breakfast Program responsibly.
6. Assuring a student with a negative balance will not feel punished or embarrassed because of parental inaction or inappropriate management of a family food service account.

The Supervisor of Food Services, with the assistance of building office staff, is responsible for collecting all food service related fees due to the district. The Board believes that the district should not act as a lending institution or bank; and authorizes administration and the Supervisor of Food Services to collect food service charges that are 60 days delinquent through legal means including but not limited to small claims court or use of a collection agency. Costs for collection services will be added to the family account. This provision of the policy does not preclude administration or the Supervisor of Food Services from working with families to allow them to pay deficit balances over time.

The superintendent or his/her designee shall review all outstanding negative family account balances and approve for write-off any debt which in his/her judgment remains uncollectible at the end of the fiscal year.

The St. Croix Central School District will not discriminate in our school child nutrition programs on the basis of age, sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disabilities.

Policy Adopted: March 21, 1987

Reviewed: December, 1987

Reviewed: March, 1994

Revised: May, 1994

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Revised: January 19, 2009

**Food Service Program
Administrative Regulations for Board Policy 200.860**

General Guidelines:

1. Parents are encouraged to keep a minimum balance in their children's accounts of \$20.00. This will help prevent negative balances.
2. Prepayments can be made at any school office in a "Meal Payment Deposit Envelope". Please include the family name, student's name and dollar amount being deposited.
3. Any family who does not approve of ala carte purchases must inform the school office or food service department in writing and the student's account will be flagged to not allow such purchases.
4. Ala carte items are in addition to or in place of the regular meal.
5. Parents have several methods available for monitoring account balances:
 - a. Edline (at www.scc.k12.wi.us)
 - b. Family Access allows parents to view their deposits to the students' accounts and also a detailed list of food purchased by their students.
 - c. Calling the Food Service Dept. between 6:30 a.m. to 3:00 p.m. at 796-5383
 - d. Students may check their account balance anytime during the breakfast or lunch period with the food service computer operator.
6. Staff members are required to maintain positive balances in their accounts at all times.

Process for Dealing with Negative Account Balances:

1. When a family account balance reaches \$5, the Supervisor of Food Services will send out a notice to inform parents that the account is getting low.
2. When a family account balance reaches negative \$5, the Supervisor of Food Services will send out a second notice informing parents of the consequences of not bringing their account into a positive balance. (See below.)
3. Once a negative account balance of \$10 is reached, students will not be able to eat regular meals; however they will be provided a peanut butter sandwich and milk for lunch for a maximum of five days. They will also be served cereal and milk for breakfast during this period. (50¢ will be added to the negative balance for each lunch and breakfast consumed.)
4. The Food Service Manager will inform the school principal and the parent/guardian if a K-8 grade student will be denied a meal. The principal shall notify the teachers who shall inform each student privately of the need to take the alternate meal. 9-12 students will be notified by the food service computer operator.
5. Students will be allowed to continue to eat regular meals until their account balance is a negative \$10.