

## **School Nutrition Program Information 23/24**

Welcome to the School Nutrition Program. The K-12 menu features numerous healthy meal options. These include building a salad, optional entree choices and frequent fresh fruit and vegetables. All of the grain items served contain at least 51% whole grains.

Students in grades K-12 have access to a morning nutrition breakfast. **UPDATE August 7, 2023:** I am very excited to announce that the School Nutrition program has made the decision to continue offering **one FREE daily breakfast for all GR K-12 students** for the 23/24 school year.

Students in grades 5-8 may purchase ONE snack item and students in grades 9-12 may make numerous snack and beverage purchases. All snack and beverage items offered meet the “Smart Snacks” guidelines, such as whole grain cookies, baked chips, fruit cups, string cheese and low/zero calorie beverages. In addition, should a grade 5-12 student wish to purchase an additional entree it will be charged to the students food service account. A price list is available on the district's website.

The lunch menu features numerous entrée choices. Any of the entrees can be purchased as a “Meal Deal” if at least ONE fruit or vegetable item is selected. The “Meal Deals” are listed on the menu and include milk.

The District's website, at [www.poynette.wi.us](http://www.poynette.wi.us), is a valuable resource for information relating to the School Nutrition program. You will find links to the Meal Viewer online menu, the Infinite Campus (IC) account information/online payments and the free/reduced meals application. In addition, it will allow you to stay updated on the most current nutrition topics.

As a district it is our goal to prepare nutritionally balanced, healthy and appealing meals at a reasonable cost. The program operates on a nonprofit basis with meals and ala carte prices reflecting the amount the district requires to fund the program. Your family's participation is very important in ensuring the district receives the maximum amount of funding.

I am available to offer assistance with any nutrition concerns you may have. I can be contacted at: 635-4347, ext. 312 or [plarr@poynette.k12.wi.us](mailto:plarr@poynette.k12.wi.us)

Thank you for supporting the School Nutrition Program.  
Paula Larrabee, CDM Food Service Director

**The following information should be reviewed and saved for your reference during the school year:**

### **Healthy School Meals**

It can be challenging for children to enjoy healthy meals. The School Nutrition program is centered on the following concepts: Increasing servings of FRESH fruits and vegetables, offering whole grain-rich foods (those containing at least 51% whole grains), while decreasing the amount of sodium, fat, saturated fat and serving ZERO grams of trans fat in the menu. We accomplish this by offering a variety of healthy items in appropriate serving sizes that enable students to learn to make healthier choices, both in and out of the school environment. At the start of each serving line is the USDA MyPlate chart which explains the different meal items and how they fit with the meal service for the day. Each item listed includes: servings of fruit, vegetable, grain, protein and milk that are offered that day. The program participates in the offer versus serve meal option, which enables the student to have some choice in what they select for their meal items and helps to reduce plate waste. The students are required to select at least

three different items from the fruit, vegetables, milk, protein and grain categories. One of the selections must be from the fruit or vegetable group. If they are coming home hungry, ask them what meal choices they selected from the options offered. If they didn't select all items, encourage them to try one other selection that would include the fruit, vegetable or grain. I ask for your help to model and teach healthy eating habits, both inside and outside the school environment.

### **Farm to School and Local Foods Participation**

The menu features locally grown and produced foods, as often as they are available, supporting the Farm to School and Local Foods initiative. An added vendor, the Wisconsin Food Hub Cooperative, is a valuable resource for providing the program with local fresh vegetables and fruit.

### **Morning Nutrition Break & Breakfast**

**All GR K-12 students will receive one FREE breakfast daily for the entire 23/24 school year.** A student may purchase a single juice or milk, but it will be at full cost of \$.40. Remind your student to participate in the breakfast program. We all know how important it is to start your day with a good nutritious breakfast!

### **Meal Viewer Interactive Menu and Nutrition Information**

The interactive Meal Viewer menu is available on the district's website and displayed on monitors when entering the cafeteria. It provides up to date menu options and nutrition information. The menu can be printed daily, weekly or monthly as desired. Please review the Meal Viewer site frequently to keep current on information as it is a valuable nutrition resource tool. It is our goal to ensure that every meal choice is available, but some food products may not be available or arrive as scheduled. We ask for your patience and understanding if an item that is menued is not available.

### **Food Service Accounts**

The district utilizes a computerized food service accounting system. The program is part of the Infinite Campus Student Information System. Parents have accounts established and students access money from their accounts by entering a 4-digit Personal Identification Number (PIN). The PIN may also be scanned from an ID card or student bar code list. Any food service money brought to the elementary or middle schools will be forwarded to the high school office, where deposits are processed and should include each student's full name on the deposit envelope.

### **Additional Purchases**

Families in the district have the option to limit purchases. This refers to the dollar amount that your student, as an individual, can spend on à la carte or extra entrée purchases for grades 5-12. This does not include their purchase of any regular meal option or milk. If you would like to set limits on your account or exclude any extra purchases please call 635-4347, ext. 403.

### **Deposits and Online Payments**

This system is a prepayment program. Families must prepay food service costs for their students, to ensure that all payments to accounts will be completed prior to the start of school.

Send only one check (payable to the School District of Poynette) per family rather than a check for each student. Please designate the amount to be allocated per student.

PLEASE, DO NOT SEND CASH to ensure accurate recording of payment. Send checks to: Poynette High School Office, c/o Food Service, P.O. Box 10, Poynette, WI 53955.

If a food service account has either a positive or negative balance, a statement will be provided at the end of the school year or when a student leaves the district with further instructions.

The **online** payment option is available on the Infinite Campus portal. Online payments are instantly deposited into the food service account, providing families with an easy and convenient option to pay fees.

### **Account Balances**

Payments must be made in a timely manner. The food service accounts are a **prepayment program**. As a result, each student's account should hold and maintain sufficient funds to make purchases. Please review your family's IC account along with your email and phone information we have on file to ensure it is correct. You may find it helpful to monitor account spending on a calendar at home and access your account through the Infinite Campus Parent Portal.

If you have questions about your family account, or balance, please call 635-4347, ext. 403.

The following is the district's policy for account balance management:

- Low Positive \$10 (ten) balance - an automated message sent out to the family via email reminding families of a low balance.
- On or Before Negative \$5 (five) account balance -- phone call or electronic contact informing families of possible account suspension
- Negative \$20 (twenty) and lower account balance -- notice of suspension (by phone or letter) providing at least three school days warning -- informing them that students will no longer be allowed to charge meal or food products until the student's account is restored to a positive balance. (Accounts will be suspended after three school days if funds are not received to ensure the account has a positive balance.)
- Parents who do not meet this deadline will be asked to send a bag lunch with their children.

### **Free and Reduced-Price Meals**

Note: NO application is required to qualify for the FREE Breakfast meal. Free and Reduced Meals applications will be available after July 1, 2023, and will be sent to each district home, during the month of August, via the PAD School District Newsletter (delivered as an insert to Hometown Shopper), available at any school office or may be printed from the [school district website](#).

Parents should read the information carefully to see if they qualify, as adjustments are made each year to the amount of income that can be earned. A family may have to reapply each year, if not qualified through the direct certification program. If you have not received notification that you have qualified for the new school year, you should complete a new application as soon as possible. An application can be made at any time with eligibility determined at the time it is received. The district implements all precautions available to respect the recipient's confidentiality of free or reduced meals. If qualified each student is entitled to both one lunch and breakfast per day at their approved status. Additional entrees, milk for meals brought from home, à la carte purchases and additional milk is at **full cost** and families are responsible for all charges incurred.

Questions about filling out or submitting an application can be directed to Lisa Hazard, Free and Reduced Meals Coordinator at [lhaza@poynette.k12.wi.us](mailto:lhaza@poynette.k12.wi.us) or 635-4347 Ext 202. Completed applications can be scanned and emailed to [lhaza@poynette.k12.wi.us](mailto:lhaza@poynette.k12.wi.us) , dropped off at the

District Administration offices (located next to the High School) or mailed to: School District of Poynette, Attn: Lisa Hazard, PO Box 10, Poynette WI 53955.to Lisa Hazard, Administrative Free & Reduced Meals Coordinator

### **District Wellness Policy**

The School Nutrition program is linked closely to the District Wellness Policy. It includes a wealth of information with highlights including: physical activity, wellness education, school meals, ala carte/vending/snack items, learning incentives & classroom activities. The policy can be found on the district website under the following menu path: Families & Community>Student Services>School Nutrition Services. Please review the policy for additional information. Families are encouraged to join the wellness committee and may do so by contacting the school for more information.

### **Children with Special Dietary Needs**

If you have a child with special dietary needs please provide the school with a written note of the details as soon as possible.

### **Food Safety**

Every school district that accepts USDA/DPI meal funding must maintain a food safety plan and a minimum number of yearly staff food safety training hours. It was developed and placed into practice during the 2012/13 school year. It is reviewed, and updated, at least annually under the local public health department authority. Food safety has always been and will continue to be a high priority.

### **Food service prices 23/24 school year:**

Meal prices:

Lunch:     \$2.80— Grades K-4  
              \$2.90— Grades 5-12  
              \$4.75 — Adults  
              \$ .40 — Student reduced lunch  
              \$ .40 — Milk, per half-pint

Breakfast: **No cost- Grades K-12 Students receive ONE free daily breakfast**  
              \$ 2.75-- Adults

The meal price includes one carton of milk. Refer to the 23/24 Ala carte price list for additional pricing