

School Nutrition Program Information 24/25

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. School meals are, and will continue, to provide every student with nutritious meal choices.

Students in grades K-12 have access to a **FREE** morning nutrition break breakfast. The district is able to continue to offer **one FREE daily breakfast for all GR K-12 students** for the 24/25 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 [Poynette school district school nutrition website](#) 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 ask for your help to model and teach healthy eating habits, both inside and outside the school environment.

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

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 added sugars, sodium, fat, saturated fat and serving ZERO grams of trans fat in the menu. USDA has issued updated standards, as of April 2024, for school meals, The major change being limits placed on added sugars. More detailed information can be found on the [Poynette school district school nutrition website](#) 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.

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. 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 24/25 school year. A student may purchase a single juice or milk only, 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 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:

1. The district utilizes an automated school meal accounting system to record student account payments and food service purchases. The system functions as a debit system where guardians add to a student's individual account and the cost of food service meals/items is deducted from said account.
2. Users are issued a PIN (personal identification number) that corresponds to the meal debit account.
3. Positive account balances are required to allow users to access school meal program
4. The Food Service Coordinator, in conjunction with the Business Office, shall be responsible for the accurate and timely collection of funds.

Insufficient account Status

1. Children receiving free meal benefits cannot be denied a regular meal for any reason.
2. If an individual account reaches negative status the following procedure will be utilized:
 - a. Low Positive \$10 (ten) balance - automated message sent out to family via email
 - b. On or Before Negative \$5 (five) account balance -- phone call or electronic contact informing families of pending account suspension
 - c. Negative \$20 (twenty) account balance -- notice of suspension (by phone or letter) providing at least three (3) school days warning that students will no longer be allowed to charge meal or food products until account is positive. Accounts will be suspended after three (3) school days if funds are not received to ensure the account has a positive balance.

- d. Parents who do not meet this deadline will be asked to send a bag lunch with their children. If the parent does not provide lunch for the child, an emergency sandwich will be available for a maximum of three (3) school days. \$1.35 will be charged per day to the family to cover the cost of the emergency meal.
- e. Guidance resources, including referral to family services or other county programs, may be utilized if arrangements for payment are not made.
- f. The School District of Poynette may file a claim with small claims court or utilize the service of a collection agency or any and all legal measures to secure collection of outstanding balances more than thirty (30) days in arrears.
- g. Alternative payment plans may be approved by the District Administrator.

Participation in graduation and other ceremonies may be impacted by unpaid accounts.

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, 2024, and will be sent to each 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 here [free & reduced 24-25 meal application](#)

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 one lunch (breakfast is FREE to all students) 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 or 635-4347 Ext 202. Completed applications can be scanned and emailed to 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 district has a very comprehensive wellness policy, which is located on the school nutrition website. Part of this policy involves completing a [WellSAT score card](#) and a [local wellness policy triennial assessment report card](#), which rate the strength of the wellness initiative. Interested parties who may be interested in joining the District's Wellness Committee can reach out to our District Administrator 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 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 24/25 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 24/25 Ala carte price list for additional pricing