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3 **SCHOOL MEALS AND SNACKS**

4 Students need adequate, nourishing food in order to learn, grow, and maintain good health. To
5 reinforce the school division’s nutrition education program, food sold to students during regular
6 school hours (on school premises) meets, at a minimum, the requirements established by state and
7 federal law and regulation, including the Healthy, Hunger-Free Kids Act of 2010.

8 Additionally, snacks and fundraisers during regular school hours and on school premises will
9 follow the USDA’s Smart Snacks in School standards unless qualifying for a “competitive foods”
10 exemption as discussed below.

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12 **Alexandria City Public Schools (ACPS) promotes high-quality school meals and**
13 **snacks by:**

- 14 ● Involving students in the selection, tasting, and marketing of healthy foods and
15 beverages that appeal to students;
- 16 ● Providing a variety of food options, such as fruits, vegetables, whole grains, and dairy
17 foods, which are low in fat and added sugars;
- 18 ● Offering and promoting a variety of healthy choices that appeal to students that
19 includes diverse options from different cultural cuisines;
- 20 ● Restricting student access to unhealthy foods in vending machines, school stores, and
21 other venues that compete with healthy school meals; and
- 22 ● Ensuring that healthy snacks and foods are provided in vending machines, school
23 stores, and other venues within the division’s control. The healthy options should cost
24 the same or less than unhealthy alternatives.
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26
27 **ACPS strives to provide an environment conducive to good health by:**

- 28 ● Ensuring that access to free drinking water sources is provided throughout the school
29 day;
- 30 ● Offering extracurricular physical activity programs, such as physical activity clubs,
31 intramural programs, or interscholastic athletics;
- 32 ● Discouraging the promotion and advertising of unhealthy foods; and
- 33 ● Using non-food items as incentives and rewards for good behavior or academic
34 performance. Food items such as candy, cakes, soda, and foods high in fat should not
35 be used as incentives and/or rewards.
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37
38 **ACPS supports nutrition education and physical education by:**

- 39 ● Ensuring that qualified nutrition education and physical education specialists focus on
40 knowledge and skill development so students are able to learn and adopt healthy
41 eating and physical activity behaviors;
- 42 ● Offering nutrition education in the school dining area(s) and in the classroom, with
43 coordination between food service staff and teachers; and
- 44 ● Eliminating any stigma attached to, and preventing public identification of, students
45 who are eligible for free and reduced-price meals.
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I. NUTRITIONAL GUIDELINES

Meals and snacks offered as part of the National School Lunch Program or the School Breakfast Program meet, at a minimum, the requirements established by state and federal law and regulation, including 8 VAC 20-740-10 through 8 VAC 20-740-40.

Competitive foods, as defined in this regulation, comply with state and federal requirements.

Potable water is available and accessible without restriction to students at no charge during school meal services.

A. Definitions

“Competitive food” means all food and beverages (other than meals reimbursed under programs authorized by the National School Lunch Act and the Child Nutrition Act of 1966) available for sale to students on the school campus during the school day. Competitive food meets the nutrient guidelines established by the Board of Education, including the guidelines for calories, fat, sugar and sodium. It includes all foods available for sale to students:

- In school cafeterias as a la carte items;
- In vending machines located on the school campus during the school day;
- As fundraisers held on the school campus during the school day;
- In school snack bars on the school campus during the school day;
- In school stores operated on the school campus during the school day by the school, a student association, or other school-sponsored organization;
- At school activities such as special fundraisers, achievement rewards, classroom parties, school celebrations, classroom snacks, or school meetings held on the school campus during the school day; or
- In culinary education programs where food prepared as part of the educational curriculum is sold to students; however, this provision does not apply if food is sold to adults only.

This term does not apply to food a student brings from home for consumption at school or items available for sale to adults only in areas not accessible to students (e.g., teacher’s lounges).

"Excess food" means any remaining unexpired, unopened, and unconsumed food intended to be served as part of a reimbursable meal that was unable to be utilized for a current or future meal provision after a school has served breakfast and lunch to students during a school day.

93 **"Fundraiser"** means a school-sponsored activity where food or nonfood items are
94 sold on the school campus during regular school hours by a school-sponsored
95 organization to raise money for a school-related program or activity. One
96 fundraiser is defined as one or more fundraising activities by one or more school-
97 sponsored organizations that last one school day. If multiple school-sponsored
98 organizations conduct fundraisers on the same day, the combined activities are
99 counted as one fundraiser. If a fundraising activity lasts more than one school day,
100 each subsequent day's activity is considered as one fundraiser and counts toward
101 the total number of permitted fundraisers.
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103 **"School campus"** means all areas of the property under the jurisdiction of the
104 school that are accessible to students during the school day.
105

106 **"School day"** means the period from the midnight before to 30 minutes after the
107 end of the official school day.
108

109 B. Excess Food

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111 The Office of School Nutrition Services establishes procedures by which excess
112 food may be distributed, saved for later consumption, or donated.
113

114 C. Competitive Food

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116 ACPS does not limit the frequency of "competitive food" sales (fundraising food
117 sales) when they meet the nutrition standards specified by the Healthy, Hunger-
118 Free Kids Act of 2010 and the USDA's Smart Snacks in School standards.
119

120 D. School Sponsored Fundraisers: During School

121
122 In accordance with Policy JL, all fundraisers must be approved in advance by the
123 school principal. All competitive food sold to students on the school campus
124 during the school day must meet the nutrition standards specified by federal and
125 state law and regulation.
126

127 **Exception:** In accordance with the Virginia Board of Education's (VBOE)
128 *Resolution to Establish and Define Exemptions for School-Sponsored*
129 *Fundraisers*, each school may conduct the following number of school-sponsored
130 fundraisers during the school day per school year, during which food that does not
131 meet the nutrition guidelines for competitive foods may be available for sale to
132 students.
133

- 134 • **Elementary Schools: two (2) per school year**
- 135 • **Secondary Schools: one (1) per organization, not to exceed thirty (30)**
136 **total per school per school year**
137

138 As outlined in VBOE regulations, such fundraisers may not be held during
139 breakfast or lunch periods.

140
141 E. After-School Fundraisers

142
143 After the school day (as defined in the Definitions section of this document), the
144 School Board grants schools the authority to decide what can be sold at these events
145 when they are outside school hours, and permits exceptions for fundraisers when
146 foods are not intended for consumption on school campus, as long as food safety
147 handling and storage guidelines are followed.

148
149 F. Advertising and Marketing

150
151 ACPS permits the marketing and advertising of foods only when they meet the
152 nutrition guidelines for competitive foods, serve to promote student health, reduce
153 and prevent childhood obesity, and combat problems associated with poor
154 nutrition and physical inactivity.

155
156 G. Recordkeeping

157
158 ACPS is responsible for maintaining records that document compliance with this
159 policy. Those records include documentation used to assess the nutritional profile
160 of food items and determine whether a food item is an allowable competitive food,
161 such as recipes, nutrition labels and/or product specifications for the competitive
162 food available for sale to students.

163
164 For food items sold during the school day that are not part of a fundraiser
165 exemption approved by the principal, ACPS is also responsible for:

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167
- 168 ● Maintaining records documenting compliance with the competitive food
169 nutrition standards (for food available for sale in areas that are outside of the
170 control of the school nutrition programs operations);
 - 171 ● Ensuring any organization or school activity designated as responsible for food
172 service at the various venues in the school, other than the school nutrition
173 programs, maintains records documenting compliance with the competitive
174 food nutrition standards;
 - 175 ● Maintaining records each school year documenting the number of exempt
176 fundraisers, if any, conducted at each school within the division; and
 - 177 ● Designating an individual at the division or school level to monitor and ensure
178 compliance with Section I. of this regulation in all areas that are outside the
179 control of the school nutrition programs operation. The designee may not be a
180 school nutrition staff member.

181 **II. UNPAID MEAL CHARGES**

182

183 ACPS believes in treating all students with dignity in the serving line regarding meal
184 accounts.
185

- 186 ● Students who do not have money on account or in hand to cover the cost of a
187 meal at the time of service are permitted to charge a full meal. (Federal
188 regulations, however, do not allow a la carte items to be charged.) Reasonable
189 efforts are used to avoid calling attention to a student’s inability to pay.
- 190 ● Students who cannot pay for a meal at school or who owe a school meal debt
191 are not required or directed to throw away or discard a meal after it has been
192 served to them. They are never required to do chores or other work to pay for
193 such a meal or to settle any unpaid meal charges, and will not be publicly
194 identified by wearing a wristband, hand stamp, sticker, or in any other way if
195 they cannot pay for a meal or have an unpaid meal charge. Students who have
196 money in hand to pay for a meal will be provided one even if they have a
197 negative account balance. The money will not be applied toward reducing the
198 balance.

199
200 A. Notification
201

202 Staff will not communicate directly to students regarding their school meal debt.
203

204 For students with a negative account balance of more than \$30, School Nutrition
205 Services (SNS) will notify the parent/guardian weekly by US Mail in the
206 parent’s/guardian’s preferred language. Written notifications will include the
207 amount of unpaid meal charges and information on replenishing the student’s meal
208 accounts, as well as contact information for assistance registering for free and
209 reduced meal benefits.
210

211 SNS will make school principals aware of students with more than \$30 in unpaid
212 meal charges. The principal will designate a member of the school support team to
213 schedule a meeting with the parent/guardian to determine whether the student
214 qualifies for free and reduced meal benefits. If outreach efforts are unsuccessful,
215 further action may be taken to support the student receiving the appropriate services
216 and ensure meal debts are paid.
217

218 ACPS’ goal is to ensure the safety of all students. Therefore, ACPS may notify the
219 Department of Social Services of suspected cases of child neglect.
220

221 B. Delinquent Accounts
222

223 For accounting purposes, delinquent debt (a student meal account with a negative
224 balance) is allowable in the school nutrition program and may be carried over while
225 the student is enrolled in ACPS. However, bad debt, defined as delinquent debt
226 that is deemed uncollectible after the student is no longer enrolled in ACPS, is
227 unallowable in the school nutrition program and cannot be carried over to the next
228 school year.

229
230 The Superintendent ensures that federal child nutrition funds are not used to offset
231 the cost of unpaid meals and that the child nutrition program is reimbursed for bad
232 debt. In order to accomplish this, the following procedures are followed:
233

- 234 ● Parents/guardians are expected to pay all meal charges in full by the last day
235 of the school year.
- 236 ● If payment of the negative balance is not received by the end of the school
237 year, the debt may be turned over to the Superintendent or designee for
238 collection. If the debt is not paid by the time the student leaves ACPS, it is
239 considered bad debt for the purposes of federal law concerning unpaid meal
240 charges.
- 241 ● ACPS does not file lawsuits against a student or the student's
242 parent/guardian because the student cannot pay for a meal at school or owes
243 a school debt.

244
245 ACPS may solicit and receive any donation or other funds for the purpose of
246 eliminating or offsetting any school meal debt at any time and will use any such
247 funds solely for such purpose.
248

249 C. Account Balance Refunds

250
251 Throughout the school year, parents/guardians may request the transfer or refund
252 of positive student meal account balances by contacting the Nutrition Services
253 school manager. On June 30th of each year, accounts for all graduating seniors, as
254 well as for students no longer enrolled in ACPS, will be deemed inactive.
255 Parents/guardians have up to one year (the following June 30th) to request a
256 transfer or refund of the balance by contacting School Nutrition Services. After
257 one year, the Department of Financial Services may treat remaining account
258 balances as a donation to the Nutrition Services General Fund.
259

260 D. Policy Communication

261
262 This meal charge policy is communicated to all students and parents/guardians by:
263

- 264 ● Posting it on the ACPS website;
- 265 ● Including it in the student welcome packet at the beginning of each school year
266 and to all transfer students during the school year;
- 267 ● Attaching it to the Free and Reduced Meal Benefits Application; and
- 268 ● Including it with online payment system information materials.

269
270 In addition, this policy will be communicated to all staff prior to the first day of
271 school. The Department of Nutrition Services documents its methods of
272 communicating the policy to households and its training of staff responsible for its
273 enforcement.
274

275 Established: June 22, 2017
 276 Revised: March 7, 2019
 277 Revised: December 16, 2021
 278 Amended: January 5, 2023
 279
 280 Legal Refs: 42 U.S.C. §§ 1758, 1772, 1773.
 281
 282 7 C.F.R. §§ 210.9, 210.11, 220.20, 245.5, 245.8.
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 284 U.S. Department of Agriculture, SP 23-2017 *Unpaid Meal Charges: Guidance*
 285 *and Q&A*, March 23, 2017.
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 288 *Clarification on Collection of Delinquent Meal Payments*, July 8, 2016.
 289
 290 Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79.7, § 22.1-207.2:1,
 291 22.1-207.2:2, 22.1-207.3, 22.1-207.4, 22.1-207:4.1, 63.2-1509.
 292
 293 8 VAC 20-740-10.
 294 8 VAC 20-740-30.
 295 8 VAC 20-740-35.
 296 8 VAC 20-740-40.
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 298 Cross Refs: EF Food Service Management
 299 EFB/JHCH ACPS Food Services
 300 EFE Food Service Records and Reports
 301 GAE Child Abuse and Neglect Reporting
 302 IGAE/IGAF Health Education/Physical Education
 303 JHCF Student Wellness
 304 JHCF-R Student Wellness Guidelines
 305 JHCF-R2 Food Allergy Guidelines
 306 JL Fundraising and Solicitation
 307 KG Public Sales on School Property
 308 KH Public Donations to the Schools
 309 KH-R Regulations for Public Donations to the Schools
 310 KJ Advertising in the Schools
 311 KQ Commercial, Promotional, and Corporate Sponsorships and
 312 Partnerships

- Eliminating any stigma attached to, and preventing public identification of, students who are eligible for free and reduced-price meals.

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ACPS is responsible for maintaining records that document compliance with this policy. Those records include documentation used to assess the nutritional profile of food items and determine whether a food item is an allowable competitive food, such as recipes, nutrition labels and/or product specifications for the competitive food available for sale to students.

For food items sold during the school day that are not part of a fundraiser exemption approved by the principal, ACPS is also responsible for:

- Maintaining records documenting compliance with the competitive food nutrition standards (for food available for sale in areas that are outside of the control of the school nutrition programs operations);
- Ensuring any organization or school activity designated as responsible for food service at the various venues in the school, other than the school nutrition programs, maintains records documenting compliance with the competitive food nutrition standards;
- Maintaining records each school year documenting the number of exempt fundraisers, if any, conducted at each school within the division; and
- Designating an individual at the division or school level to monitor and ensure compliance with Section I. of this regulation in all areas that are outside the control of the school nutrition programs operation. The designee may not be a school nutrition staff member.

Commented [3]: suggest adding ""the period from the midnight before to 30 minutes "after the last bell" marks the end of the official school day."

Commented [4]: Added breadcrumbs to the definitions section. That makes it easy for the reader to find but prevents duplication (and needing to change something in more than one place).

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184 accounts.
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208 preferred language. Written notifications will include the amount of unpaid meal
209 charges and information on replenishing the student’s meal accounts, as well as
210 contact information for assistance registering for free and reduced meal benefits.~~

Commented [5]: Process adjusted to SNS notifies parents and schools.

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213 meal charges. In addition, the principal will designate a member of the school
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233 the cost of unpaid meals and that the child nutrition program is reimbursed for bad
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253 of positive student meal account balances by contacting the Nutrition Services
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277 Established: June 22, 2017
278 Revised: March 7, 2019
279 Revised: December 16, 2021
280 Amended: January 5, 2023

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291
292 Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79.7, § 22.1-207.2:1,
293 22.1-207.2:2, 22.1-207.3, 22.1-207.4, 22.1-207.4.1, 63.2-1509.

294
295 8 VAC 20-740-10.

296 8 VAC 20-740-30.

297 8 VAC 20-740-35.

298 8 VAC 20-740-40.

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301 EFB/JHCH ACPS Food Services
302 EFE Food Service Records and Reports
303 GAE Child Abuse and Neglect Reporting
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306 JHCF-R Student Wellness Guidelines
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