

Nutrition Director: Becky West, bwest@solon.k12.ia.us
Phone: 319-624-3401, ext. 1120
The Nutrition Office is Located at the High School.
600 W. 5th St.
Solon, IA 52333

Food & Nutrition Services Mission Statement

It is the mission of Food & Nutrition Services to make a significant contribution to the overall physical and mental well-being of each student and enable them to participate fully in the education process. This will be achieved by providing fresh fruits and vegetables daily and offering 51% whole grains in food items. We will also provide safe, high quality, nutritious, and appetizing meals served in a friendly, courteous manner, in a friendly and pleasant environment. This mission will be pursued in an efficient and cost effective manner, in compliance with the guidelines of the Iowa Department of Education, the National School Lunch Program, and the USDA.

National School Lunch Program

***The Solon Community School District participates in the National School Lunch Program. Under this program all schools that participate must make free and reduced priced meals available to eligible students. The menus are designed so that over a period of one week, school lunches will provide children with approximately one-third of the nutrients they need according to the Recommended Dietary Allowances. The menus are planned using available government food products, including fresh produce, from the United States Department of Agriculture as well as purchased food products.

The Food & Nutrition Department strives to promote the consumption of healthy school meals offered every school day by providing a variety of safe, appealing, and fresh food, made from scratch as often as possible within the means of our kitchens and staff. Part of our role in the school district also includes teaching students what a “healthy” meal is and introducing new foods to students. We constantly evaluate the success of these goals and welcome any comments from students, teachers and parents.

We have the opportunity to use the government program “Offer versus Serve” option at all of our lunchrooms. This provision is intended to reduce food waste by allowing children to choose a minimum number of items offered a either lunch or breakfast, rather than just giving them everything on their trays at once. We have other nutritional guidelines to comply with from the Healthy Hunger Free Kids Act, called Smart Snacks, that went into effect in the 14-15 school year. To promote milk consumption, we offer a variety of 1% and fat-free plain, fat-free chocolate and fat-free strawberry. **If your child has a milk allergy or intolerance, or any food allergy or intolerance, please have a licensed medical professional complete the Special Diets Modification Form. We are not able to make substitutions to any meal without a Special Diets Modifications Form on file. The Special Diets Modifications Form can be found at <http://solon.nutrislice.com/>. Choose any school and any menu. There is a tab on the right hand side- middle of the page. Forms can also be emailed or mailed home.**

What is a “reimbursable meal”?

To explain what a full/reimbursable meal is in the eyes of the USDA, we need to start with the USDA rules. We receive a monetary reimbursement from the Federal Government for each meal we sell to students. (We do not receive a reimbursement for adult meals or a second full meal for a student.) In order for us to get that reimbursement we must follow the USDA guidelines. Parts of these guidelines are

from the “Offer versus Serve” program. The lunch and breakfast programs are a little different, so let’s start with lunch.

Lunch:

At **lunch**, we are required to “offer” students five components with each meal. Students are required to take three of those five components in order for us to count it as a “reimbursable meal”. **Students are also required to take a serving of a fruit or vegetable for us to count it as a reimbursable meal.** The components we offer are:

- milk, 8oz. carton** (must be skim or 1% and meet sugar content requirements for flavored milk)
- meat/meat alternate** (meat, cheese, cottage cheese, yogurt, beans/legumes, some nut products, etc.)
- bread/grains** (All grains served must be at least 51% “whole grain rich” and include brown rice, whole wheat bread, pasta, breading on meat items, cookies, cereal, corn chips, pretzels, etc.)
- fruit**
- vegetables** (We also have a minimum requirement for certain subcategories of vegetables according to their color and nutritional content. For example, we are required to offer ½ cup of a Dark Green Vegetable and ½ cup of beans once per week.)

There are different requirements for different age groups for certain components. To further complicate things, we are required to make sure students get an exact serving size of each of those items, no more, no less. This is due, in part, to new rules regarding calories and other nutrients in the meal. In previous years we have only had a minimum calorie requirement. Now we have a maximum calorie limit to what we offer. If a student wants more than one serving of any item, be it fruit, vegetable, bread/grain, meat or milk, the second serving has to be charged as an a la carte item. We have been taking this step for several years and is not new.

At the High School level, we need to offer 10-12 bread/grain servings each week. At the Middle School we need to offer 8-10 bread/grain servings each week. At the Elementary level, we are required to offer 8-9 servings of bread/grain items each week. There are also sodium and calorie restrictions in place.

We usually serve the hot main entrée item on student’s trays, but they can choose from any of the items we offer. It’s hard to generalize what a student needs to take because the components in the main entrée items are different every day. At the Middle School and Lakeview, a member of the Nutrition Staff is present at the food bar/salad bar to make sure students have all of the components on their trays. If students don’t take enough of the required components, they will be asked to put an additional item on their trays. We do not make them eat it, but they will be encouraged to try their fruits and vegetables, especially. If a student refuses to add an item when asked, we have to charge them for each item they do have, as a la carte, rather than a student lunch. Here are some examples:

Example 1: The main item is WG spaghetti and with meat sauce. The student chooses the pasta and meat sauce. Because it contains a bread/grain component and the meat component, the student then only needs to take a serving of a fruit or vegetable to meet the minimum requirement for a reimbursable meal. They also can take an 8 oz. carton of milk or other item offered as part of the regular lunch, such as one breadstick. This is all included in the meal price.

Example 2: The main item is a baked potato for the baked potato bar. The potato counts as a vegetable. We would offer diced ham, cheese, and chili as toppings to fulfill the meat/meat alternate component, along with other toppings. In addition to the plain potato, students would have to take two more components for us to count that as a reimbursable meal. They could choose from the protein items for toppings, a fruit, a bread/grain item, or an 8 oz. carton of milk.

Example 3: The main item is chili which counts as the meat/meat alternate item. A student does not want chili. They can take a serving of fruit, a serving of vegetable, and a carton of milk to have a reimbursable meal. They could also choose the bread/ Grain, a fruit and/ or vegetable, and a milk to have a reimbursable meal.

We will also ask some students to take additional items to make a full meal if they are blocked from a la carte or have a negative balance. Students are allowed to have a reimbursable meal if their account is negative -\$10 or more, but cannot get a la carte items.

Breakfast:

To qualify for a reimbursable breakfast, students must take 3 of 4 items, one of them being a ½ cup serving of fruit or juice:

- #1: 8 oz. carton of milk
 - #2: ½ cup serving of fruit
 - #3: 4 oz. juice cup
 - #4: 2 oz. equivalent* serving of bread/ grain or 1 serving grain + 1 serving meat/ meat alternate
- *The “oz. equivalent” refers to a USDA chart of various kinds of bread/grain items that meet varying degrees of the requirement. For example, a sweet item such as a cinnamon roll may weigh 2 oz., but only meets 1 oz. equivalent. A slice of 100% whole wheat bread that weighs just over an ounce will meet 1 oz. equivalent.
- *We are allowed to substitute a serving of meat/protein for one of the bread/grain servings.

Offer vs. serve at breakfast requires students to take 3 of the 4 components. At minimum, we can count a breakfast as reimbursable if a student takes 8 oz. milk, a serving of fruit, and a bread/ grain. Without being charged for an extra item, students can take a 4 oz. juice/fruit and a combination of the bread/grain and meat components. Cashiers will help students determine if they’ve taken a full breakfast or not. **At Lakeview**, in an effort to keep parent’s costs down and to teach children moderation and what a balanced diet looks like, they will all be asked to only take a full breakfast. Cereal with whole grain toast or whole grain graham crackers will be an option every day, in addition to an assortment of hot and cold main items. They will be told that if they finish their breakfast (within reason), they can come back up to the kitchen window to purchase a second item. Students who just want one or two items, (such as milk with cereal) will be allowed to just take those items, but will be encouraged to make one of them a carton of milk or serving of fruit.

At the Middle School and High School, here are some of the items we offer every day:

Muffin, packaged, 1 each: 2 bread/grain serving

One muffin, one milk and one serving of fruit = reimbursable breakfast

Bagels, one each: 2 bread/grain servings

One bagel can be sold with a serving of fruit and a carton of milk = reimbursable breakfast

Cereal, 1 cup serving + 1 piece of toast or 1 pkg. of graham crackers: 2 bread/grain servings

One bowl of cereal + 1 piece of toast or 1 pkg. of graham crackers, one milk, and one serving of fruit = reimbursable breakfast

Hot main entrée breakfast items will usually fulfill the meat/meat alternate or bread/grain requirements, but, again, they vary. **If students are unsure, they need to take a serving of fruit or juice and a carton of milk in addition to a main item, or ask the cashier if they have enough items for a full breakfast.**

Items* at the High School that will always be considered single, a la carte items, unless there is a sign indicating otherwise, are:

Packaged Rice Krispie Treats, Granola bars, Cereal bars, Pop Tarts, Chex Mix, Crackers, Cookies, Chips
Tropicana Juice Bottles, and Naked Juices, Bottled Water, Flavored Water, and Gatorade G2,
String Cheese sticks, Pudding Cups, Yogurt Cups, Frozen Novelty Items

*A la carte items will continue to change and evolve as new products come out; we make our own items, and as items become unavailable. We appreciate your understanding of the nature of this business. All items meet Smart Snacks guidelines.

The Free and Reduced Priced Lunch Program, also called “Eligibility”

Under the NSLP, all schools that participate must make free and reduced priced meals available to eligible students. Students who qualify for Free meals can have a full breakfast and a full lunch for Free. For those who qualify for reduced priced meals, will pay \$.40 for a reduced lunch and \$.30 for a reduced breakfast. Items not included in the Eligibility program and are full priced for all students are a la carte items, second entrée items, and second milk. Students may purchase individual or extra milk for \$.50.

Free and reduced priced lunches are available to students who qualify and meet the eligibility guidelines. Students who qualified last school year in this district are automatically qualified for the first 30 school days of the school year. **A new application must be completed for the upcoming school year within 30 school days from the start of the school year for the child to continue on the program.**

Applications are usually available in July with the online registration materials. If you need one mailed or emailed to you, please call or email the Nutrition Director’s office, 319-624-3401, ext. 1120, bwest@solon.k12.ia.us. Applications can also be picked up at all school offices, lunchrooms/kitchens, and the Central Office. **Applications are accepted and can be updated at any time during the school year.** Parents who have any change in employment or income during any time of the year may apply or re-apply for benefits. For Foster children, once an application is received and approved in the Food Service Office, foster children automatically qualify for free meals. No child is discriminated against because of race, sex, color, national origin, age, or handicap.

Food Sales Standards

The types of food sold in the schools will contribute to the daily nutritional needs of the children, provide healthy food choices and well-balanced meals and follow the Dietary guidelines provided by the Department of Agriculture, (USDA).

Lunch Program, Frequently Asked Questions

What is “Milk Break”?

Students in **Kindergarten and 1st grade** receive a milk snack once a day, in addition to lunch and breakfast. We charge one amount at the beginning of the school year to cover this snack. The fee is \$50.00. (This amount is prorated by quarter if a student enters school after September.) If a family qualifies for either Free or Reduced priced meals, this fee is waived or reduced. The fee can be paid on Revtrak, along with other Registration fees, and lunch payments.

What is the routine for Lunch at Lakeview?

Students will line up, choose their milk out of the milk cooler, and then pick up their napkin and silverware. Students then proceed through the hot line where they tell the servers what hot items they want on their tray. (Students can refuse the main item.) The student then carries their tray to a salad bar, where they can choose from the other items listed on the menu that day. Students proceed to the cashier where they punch their lunch ID's into a keypad to be charged accordingly. Students then make their way to the lunch tables to sit down.

What is the routine for lunch at the Middle School?

Students arrive in the lunchroom by their grade. Students pick up their trays and milk, then proceed through the service line to select the items they would like, then they proceed to the cashier where they punch their lunch ID's into a keypad. The cashier determines if the student has the required components for a full meal. If not, the student is asked if they would like to add an item to make their meal a "full meal". If the student does not want to add items to reach a full meal, all items on their tray are considered a la carte and are charged as so.

What is the routine for lunch at the High School?

At the High School, there are two lunch lines. Both lines offer regular lunch and Alternate Choice with the Fruit and Veggie Bar. Both lines serve meal component options to create a reimbursable meal and are the same price. Students can get a regular meal and additional a la carte items. There is a cashier at the end of each line. Students punch their lunch ID's into a keypad and the cashier charges them for their meals and any extra items they may have on their trays. Signs are placed in the lunch line, indicating whether they are part of a regular lunch and how much a second or extra item may cost. Price lists are posted for the a la carte items.

How are payments and purchases made?

The Solon School District has a computerized point-of-sale (POS) system that makes purchases and payments easier. We use Total Access, where you can also login and see all purchases and payments on the family's lunch account at any time. The parent login page is: www.solon.totalk12.com
You'll need your Family ID and Password, which will be available in August if you are new to the school district. New families will receive an e-mail from the Total Access system, so please make sure that your e-mail address is correct in Powerschool. (The Total Access system syncs with Powerschool each night.)

Each family has a "Family ID" in which all students in one family are listed. Each student has his/her own Lunch ID number (this is the same number students will use as their server ID). All payments and purchases from each child in one family come from and go into the family account.

How can I add money to my family's account?

Your family's meal account operates as a Debit System not a Credit System; meaning money should be placed into your family's meal account prior to the days your child needs to purchase lunch. The money in your one family account encompasses all of the students you would like us to list in your family. So, no matter which student deposits the money into that account all children on that account have access to those funds.

There are currently two ways of depositing lunch money into your family's account.

1) You may send a check or cash with the student. At Lakeview, their teacher will make sure it makes its way to the lunchroom, where it will be deposited into the lunch account. At the Middle School and High School, students should take checks into the lunchroom during breakfast or lunch. Checks should be made payable to Solon Community Schools, not to the individual school. To insure the correct family account is properly credited, **please put your child's full name and student lunch number on the check.**

2) You may make deposits online to your account. This is done through the Revtrak webpage, which is the same place you'll make registration and other payments to the Solon School District. First time users will need to enter an e-mail address and create a RevTrak Password. The RevTrak e-mail and password are separate from the Total Access username and password. To make a Food Service payment, you'll need your separate login for "Total Access". As soon as we have new Kindergarten students in the lunch computer in August, you'll be e-mailed your Family's ID and Password. If you do not have an e-mail address, please call the Nutrition Office, 319-624-3401, ext. 1120. Please give Revtrak payments 24 hours to reach the account. Most times it will go in immediately, however, it may not be updated during the day while students are in the lunch line.

We do not allow students to use another student's lunch number and lunch account. It can be hard to monitor and also an unpleasant surprise for parents putting money into the accounts when the balances are lower than expected.

How will I know when the meal account is getting low on funds or has a negative balance?

When an account reaches a positive balance of \$10.00, per student listed on the account, Total Access will automatically send you an e-mail. Please make sure the School Dining System is listed as a "safe sender" to insure it doesn't go directly to your junk or spam folder. **Elementary students are not told in the lunch line that their account is low and we do not send home slips of paper.** Please make sure we have a working e-mail address for you listed in Powerschool. Middle School and High School students are told "You need to bring money in" or "Your account is getting low." At no point will a student be told they are "negative" or "owe money". If your account is negative -\$10 or more, an email will be sent and a phone call will be made to remind you of the lunch account balance. **Accounts with a negative balance will not be allowed to charge a la carte items.**

Breakfast and Lunch Times:

Any student can eat breakfast at Lakeview between 7:30AM-8:05AM. You do not need to participate in the Before and After School Program to eat a school breakfast.

Breakfast is available at the Middle School from 7:45AM-8:15AM, and also available to ALL students.

Breakfast is available at the High School from 7:40AM-8:25AM.

Lunch schedules are determined by each school's Administrators.

Meal Prices

Our Nutrition Program must be self-supporting through payments for student meals. We do our best to keep the meal prices reasonable and offer the highest quality meals and service to your child each day.

Our lunch prices are:	Elementary	\$2.55
	Middle School	\$2.60
	High School	\$2.70
	Adults	\$3.55

Our breakfast prices are:	All Students	\$1.70
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For those who qualify, the price for a reduced lunch is \$.40, and a reduced breakfast is \$.30. Students may purchase individual or extra milk for \$.50.

A la Carte Items

Unless parents request otherwise, students are permitted to use money from their account to buy seconds of menu items offered and they may also purchase individual a la carte items. By logging into their family's School Dining System (SDS) account, Parents are able to block accounts so extras/a la carte items cannot be purchased through the lunch account, but students may still pay cash for items. **Accounts with a negative balance of -\$10 or more will not be allowed to charge A la Carte items.**

Lunch Program, Frequently Asked Questions

How does the point-of-sale system work?

Each family has a "Family ID" in which all students in that family are listed. Each student has his/her own Lunch ID number. Each family has a Family ID number. All payments and purchases come from and go into the one family account.

Lakeview, Middle and High School Students enter their lunch ID into a numeric keypad at the cash register station. The cashier is able to verify the student's identity if needed because their names and

photos appear when their numbers are entered. An automatic withdrawal occurs from the family's meal account when their lunch ID number is entered. Money can be deposited into the account as often as needed. The point-of-sale system also allows us to track accounts and print out detailed reports of each account.

How do I get my student's lunch number?

A lunch number is assigned to each student when he/she begins school. It is the same number they will use to access documents on the school's server. That number follows them through each building. If students forget their number it can easily be looked up.

What if someone accidentally enters the wrong number?

Every time an account is accessed, the student's name will appear on the screen as well as their picture. In the event a wrong number is entered, a correction can immediately be made. Once a meal has been purchased for the student, the computer will display on the screen that this particular student has already eaten.

If you find that there is a charge on your account that is incorrect, please call the Nutrition office, 319-624-3401 ext. 1120. We will resolve the problem for you quickly.

How can I add money to my family's account?

Your family's meal account operates as a Debit System not a Credit System; meaning money should be placed into your family's meal account prior to the days your child needs to purchase lunch. The money in your one family account encompasses all of the students you would like us to list in your family. So, no matter which student deposits the money into that account all children on that account have access to those funds.

There are currently three ways of depositing lunch money into your family's account.

1) You may send a check or cash with the student to be deposited at the lunch line at their school. Checks should be made payable to Solon Community Schools, not to the individual school. To insure the correct family account is properly credited, **please put your child's name and their student lunch ID on the check.**

2) You may make deposits online to your account. To pay online, you will need to create an account through the Solon Community School District's website: www.solon.k12.ia.us. Click on the RevTrak Online Payments link on the right side of the page. Choose the school. Select Food Service Payment. Select Total Access Food Service Payment. Enter the payment amount. Enter your Total Access family ID and password. Click "add to shopping cart". Then click, "Proceed to checkout". Enter your email address and RevTrak password or create a new account. Enter your billing information and follow prompts to check out.

3) The third way to make a payment is to simply mail it to the Nutrition Office directly:
Solon Community Schools

Attn: Nutrition Director
600 W. 5th St.
Solon, IA 52333

Again, please be very specific as to which account you'd like the payment applied, include your **student's name and lunch ID number.**

May my child continue to pay cash for a lunch?

Cash can be offered each day to purchase a meal or you may offer cash to be deposited into the family's lunch account. We encourage you to put extra money into your account, as it will be easier to keep your family's account from having a negative balance.

Parents and siblings who wish to eat with their child/ sibling can use their student's lunch account to pay for their meal that day. However, the account must be at a positive balance. A guest meal (adult and child) charge is as follows: breakfast is \$1.75 and lunch is \$3.55. We also accept cash or check at the time of service.

If I pay with cash when visiting, can change be made?

Yes. We can make change for small bills.

Can I send one check for lunch AND another activity?

No. Lunch money must be kept separate from other school funds.

What if my child still has money in his/her account at the end of the school year?

We will carry your family's balance into the next school year. Should families move away from the school district, money remaining on student meal accounts would be refunded to the parent or guardian or they have the option to have it applied to the account of a family in need. We don't automatically refund an account when a family or student has left the district, so please contact the Nutrition office at 319-624-3401 ext. 1120, for information regarding the request for refund or donation to another's account. We often need the correct address for which to send the check.

What if I have a question regarding my child's account or account balance?

You may contact the Nutrition Director by phone or email, at 319-624-3401 ext. 1120 or bwest@solon.k12.ia.us. You may also view your account online. The SDS link is on the right side of the Solon Community School's home page www.solon.totalk12.com. [Click on the online payment link](#). [You will need your family ID/Username and Total Access Password](#). This information can be found in a low balance alert email or can be provided by the Nutrition Director. Enter your username and password. Click on "Sign In". Then click on "Your Reports". From the drop down menu, select the item you wish to view. You have the option to look at each of your children's purchases, individually or as a whole. Scroll to the bottom of that page to change the date range of the transactions you want to see.

If I lost our monthly menu, how can we find out what's for lunch?

The menu is posted on the google calendar, the district website, and in the monthly NOJOCO. Visit the website at <http://solon.nutrislice.com/>. Under the District Tab, Go to "Programs and Services" then Nutrition Program. Scroll down to the bottom of the page. There will be a link to the current menu. You may also request a copy from the nutrition director by phone or email, 319-624-3401 ext. 1120 or bwest@solon.k12.ia.us.

Food Allergies – Important Notice

If your child has a milk allergy or intolerance, or any food allergy or intolerance, please have a licensed medical professional complete the Special Diets Modification Form. We are not able to make substitutions to any meal without a Special Diets Modifications Form on file. The Special Diets Modifications Form can be found at <http://solon.nutrislice.com/>. Choose any school and any menu. There is a tab on the right hand side- middle of the page. Forms can also be emailed or mailed home.

Menu Substitutions Based on Religious Beliefs

We try to respect individual family religious beliefs when a menu item substitution is requested. Please realize, however, that because of cost constraints, availability of appropriate alternatives, and the time factors involved, student choices may be limited.

Cafeteria Manners

Each cafeteria has adult lunchroom monitors responsible for supervising and helping students at lunchtime. These adults are hired, trained and supervised by the school principals, not the Food and Nutrition Service Department, to monitor the lunchrooms and encourage good eating habits and good manners during meal and play time. Students are encouraged to use good manners in the dining room. This includes sitting at their seats until excused by the lunchroom monitor, talking softly at the table and cleaning up after themselves.

Food & Nutrition Services Nutrition Goals

Our Food & Nutrition Services Department welcomes input from the community including students, parents, teachers, nutrition staff and school personnel. Through the district's Wellness Policy, members of the school district staff, community members and the Nutrition Director are working together to improve the nutritional integrity of the Solon Community School District's student meal programs. We are continually making changes that will enforce nutrition standards for all foods and beverages sold on school campuses, provide nutrition education for all grade levels and encourage overall student and staff wellness.

We follow the guidelines of our school district's Wellness Policy that can be viewed online at: www.Solon.k12.ia.us

We also follow the nutritional guidelines for all school meals as directed by the USDA and those can be found on the USDA website: <http://www.fns.usda.gov/cnd/Lunch/default.htm>

If this website does not answer your questions, please feel free to contact the Nutrition Director, 319-624-3401 ext. 1120.

USDA Non-Discrimination Notices

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

Iowa Non-Discrimination Notices

"It is the policy of Solon Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by (Name of CNP Provider), please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>."