



DeKalb Academy of Technology and Environment Charter School Wellness Policy

Preamble

DeKalb Academy of Technology and Environment Charter School is committed to the optimal development of every student. D.A.T.E. believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day; are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically. Finally, there is evidence that adequate hydration is associated with better cognitive performance.

This policy outlines D.A.T.E.'s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure

- Students at D.A.T.E. have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus– in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;

- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- D.A.T.E. establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all students and staff at D.A.T.E. Specific measurable goals and outcomes are identified within each section below.

I. School Wellness Committee

Committee Role and Membership

D.A.T.E. will convene a representative wellness committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy (heretofore referred as “wellness policy”).

D.A.T.E.’s Wellness Committee membership will represent all school levels (elementary and middle school) and include, but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals, and mental health and social services staff; school administrators, school board members; health professionals; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators(SNAP-EDEDSNAP-Ed). To the extent possible, D.A.T.E.’s Wellness Committee will include representatives from the school and reflect the diversity of the community.

Leadership

The Headmaster or designee(s) will convene the wellness committee and facilitate development of and updates to the wellness policy, and will ensure compliance with the policy.

The designated official for oversight is Dr. Maury Wills, Headmaster.

The name(s), title(s), and contact information of this/these individual(s) is(are):

Name	Title / Relationship to the School or District	Email address	Role on Committee
Henry McCladdie	Dean of Students	hmcladdie@dateacademy.org	Assists in the evaluation of the wellness policy implementation
Angel Haye	School Counselor	mrs.haye@dateacademy.org	Communicate with parents
Nicole Lundie	PTO President	Nlundie16@yahoo.com	Contact sponsors
Thomas Anderson	Physical Ed Teacher	tanderson@dateacademy.org	Helps with developing physical activities
Briana Caddell	Director of School Nutrition	bcaddell@dateacademy.org	Conducts meetings and implement changes

II. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

D.A.T.E. will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy can be found at: www.dekalbacademy.org

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at D.A.T.E.'s Nutrition Office and/or on www.dekalbacademy.org. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the school uses to make board members aware of their ability to participate
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;

- Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy has been made available to the public.

Annual Notification of Policy

D.A.T.E. will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. D.A.T.E. will make this information available via the D.A.T.E. website and/or email communications. D.A.T.E. will provide as much information as possible about the school nutrition environment. This will include a summary of events or activities related to wellness policy implementation. Annually, D.A.T.E. will also publicize the name and contact information of the school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, D.A.T.E. will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which D.A.T.E. is in compliance with the wellness policy;
- The extent to which the D.A.T.E.'s wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the D.A.T.E.'s wellness policy.

The position/person responsible for managing the triennial assessment and contact information is Ms. Caddell, Director of School Nutrition, and she can be contacted at bcaddell@dateacademy.org or 678-510-6017.

D.A.T.E.'s Wellness Committee will monitor the schools compliance with this wellness policy.

D.A.T.E. will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The Committee will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as D.A.T.E.'s priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

D.A.T.E. is committed to being responsive to community input, which begins with awareness of the wellness policy. D.A.T.E. will actively communicate ways in which representatives of D.A.T.E.'s Wellness Committee and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for the school. D.A.T.E. will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. D.A.T.E. will use electronic mechanisms, such as email or displaying notices on the website, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and

support the policy. D.A.T.E. will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways in communicating important school information with parents.

D.A.T.E. will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. D.A.T.E. will also use these mechanisms to inform the community about the availability of the annual reports.

III. Nutrition

School Meals

D.A.T.E. is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

D.A.T.E. participates in the National School Lunch Program (NSLP). D.A.T.E. is committed to offering school meals through the NSLP that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (D.A.T.E. offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chafing dishes or hotel pans).
 - Sliced or cut fruit is available daily.
 - Daily fruit options are displayed in a location in the line of sight and reach of students.
 - Vegetable option has been given creative or descriptive names.
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - White milk is placed in front of other beverages in all coolers.
 - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
 - Student artwork is displayed in the service and/or dining areas.
 - Daily announcements are used to promote and market menu options.
 - *Menus will be posted on the website*
 - *D.A.T.E. child nutrition program will accommodate students with special dietary needs.*
 - *Students will be allowed at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated.*
 - *Students are served lunch at a reasonable and appropriate time of day.*
 - *Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.*

Staff Qualifications and Professional Development

All staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day. D.A.T.E. will make sure the students have access to the water fountain during lunch time.

Competitive Foods and Beverages

D.A.T.E. is committed to ensuring that all foods and beverages available to students on the school campus support healthy eating. The foods and beverages sold and served outside of the school meal programs will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. D.A.T.E. will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the Alliance for a Healthier Generation and from the USDA.
2. Classroom snacks brought by parents. D.A.T.E. will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. D.A.T.E. will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. D.A.T.E. will make available to parents and teachers a list of healthy fundraising ideas

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout the classroom, gymnasium, and cafeteria. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

D.A.T.E. will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in the National School Lunch Program. This promotion will occur through at least:

- Implementing at least five or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

Nutrition Education

D.A.T.E. will teach, model, encourage and support healthy eating by all students. D.A.T.E. will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

D.A.T.E. will include the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Eating more calcium-rich foods
- Preparing healthy meals and snacks

- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

D.A.T.E. is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. D.A.T.E. strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on D.A.T.E. property that contains messages inconsistent with the health information that D.A.T.E. is imparting through nutrition education and health promotion efforts. It is the intent of D.A.T.E. to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with D.A.T.E.'s wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the school.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As D.A.T.E. reviews existing contracts and considers new contracts, equipment and product purchasing decisions should reflect the applicable marketing guidelines established by D.A.T.E.'s wellness policy.

IV. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity twice a week. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and D.A.T.E. is committed to providing these opportunities. D.A.T.E. will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education. DATE will be encouraged to participate in *Let's Move!*

Physical activity during the school day will not be withheld as punishment for any reason. *This does not include participation on sports teams that have specific academic requirements.* D.A.T.E. will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, D.A.T.E. will ensure that its grounds and facilities are safe and that equipment is available to students to be active. D.A.T.E. will conduct necessary inspections and repairs.

Physical Education

D.A.T.E. will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. D.A.T.E. will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

Elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year. Middle students are required to take the equivalent of one academic year of physical education.

D.A.T.E.'s physical education program will promote student physical fitness through individualized fitness and activity assessments and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be required in all grades (elementary) and D.A.T.E. will require middle school students to take and pass at least one health education course. D.A.T.E. will include in the health education curriculum the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community

- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Social influences on physical activity, including media, family, peers and culture
- How to influence, support, or advocate for others to engage in physical activity

Recess

Elementary school will offer at least 15 minutes of recess on all days during the school year, when weather is feasible. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built into the recess transition period/ time frame before students enter the cafeteria.

In the event that the school must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable. Grade levels will maintain and enforce its own indoor recess guidelines.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks

D.A.T.E. recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. D.A.T.E. recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into core subject instruction when possible and do their part to limit sedentary behavior during the school day.

D.A.T.E. will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

D.A.T.E. offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. D.A.T.E. will encourage students to be physically active before and after school by offering physical activity clubs such as track, dance, cheerleading, football and

basketball. Students will have the opportunity to participate by meeting the requirements determined by the coach.

Active Transport

D.A.T.E. will support active transport to and from school, such as walking. D.A.T.E. will encourage this behavior by engaging in the activities below; including but not limited to:

- Designate safe or preferred routes to school
- Instruction on walking safety provided to students
- Use crossing guards
- Use crosswalks on streets leading to schools
- Document the number of children walking and to and from school

V. Other Activities that Promote Student Wellness

D.A.T.E. will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. D.A.T.E. will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

D.A.T.E. is encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of D.A.T.E.'s Wellness Committee.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

D.A.T.E. will develop relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy implementation. Community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

D.A.T.E. will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, D.A.T.E. will use electronic mechanisms as well as non-electronic mechanisms, to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion

D.A.T.E.'s Wellness Committee will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff. The subcommittee leader's name is Azell Mitchell.

D.A.T.E. will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Examples of strategies D.A.T.E. will use, as well as specific actions staff members can take, include offering a comprehensive health insurance program, employee assistance program and workout facility available before and after work. D.A.T.E. promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning

When feasible, D.A.T.E. will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school. Professional learning will help D.A.T.E.'s staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.



Meal Charge Policy

I. Purpose

The goal of the *DeKalb Academy of Technology and Environment Charter School* is to provide students with healthy meals each school day. However, unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. The intent of this policy is to establish procedures to address unpaid meal charges throughout D.A.T.E. The provisions of this policy pertain to school lunch meals only. D.A.T.E. provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. Charging of items outside of the reimbursable meals is expressly prohibited.

II. Policy

- Free Meal Benefit - Free eligible students will be allowed to receive a free lunch each day.
- Reduced Meal Benefit - Reduced eligible students will be allowed to receive lunch for \$.40 each day. A student will be allowed to charge a maximum of 6 meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.
- Paid Students - Students will pay \$3.50 each day. If a student is without money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child if applicable. A student will be allowed to charge a maximum of 3 meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.
- Parents/Guardians are responsible for meal payment to the food service program. Discreet notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
- Students/Parents/Guardians may pay for meals in advance via *payforit.net* or with cash payable to the front desk. Further details are available on the school website www.dekalbacademy.org. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.
- Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students

- who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.
- Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the *DeKalb Academy of Technology and Environment* Food Service Program.
 - Collection of unpaid balances cause for immediate action. The director will contact the parents via email and phone to request reimbursement. Funds can be submitted at the front desk or online at payforit.net.

With Gratitude,

Briana Caddell
Director of School Nutrition
678-999-9290
bcaddell@dateacademy.org