

**School Board Members**

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**GILES COUNTY PUBLIC SCHOOLS**

August 3, 2020

Dear Parent/Guardian:

As the opening of school approaches, we wanted to make you aware of how we envision our school nutrition program serving children during the 2020-21 school year. With the restrictions and physical distancing guidelines we've been given, it's been a unique task trying to determine the best way to offer meals to all GCPS enrolled students. Numerous individuals have been involved in decision-making and we feel we have a good plan, especially considering the guidelines given to us. Outlined below is how we plan to operate until given additional instructions from the State and/or USDA:

- All parents/guardians are strongly encouraged to complete the 2020-21 free/reduced meal application to see if your children qualify for a benefit. Last year's status is carried over for 30 days; however, after that 30<sup>th</sup> day (or until a new application is received), last year's status expires and your child will be moved to full price. Attached is a new meal application and meal pricing for 2020-21.
- We encourage parents/guardians to use [www.myschoolbucks.com](http://www.myschoolbucks.com) to put money on their child's account. Please note: they do charge a fee for each transaction. You can also send a check or cash to school with your child. The My School Bucks website will not be turned on until August 17.
- Each school's office staff will also be taking check/cash payments every morning before school starts. There will be no payments made while students are in the cafeteria. All negative balances must be paid in full at the end of each month (this includes debt carried over from last year).
- Pinpads have been removed from serving lines and replaced with a scanner system that only the staff will touch.
- Students are encouraged to participate in school breakfast/lunch.
- Upon entry into each school, students can participate in breakfast grab & go which will be taken to individual classrooms for consumption there. Each school will have a designated grab & go area.
- During first period, lunch counts/choices will be taken by teachers.
- All students will go through the cafeteria serving line while maintaining physical distancing/face covering requirements. Students will not touch anything until the end of the serving line where they will be handed their meal in a covered box. Everything will be included in the box (food, utensils, condiments, napkins) except milk and students will pick their choice of milk. Ala carte items will be limited to beverages/small items and cannot be offered to students unless money is on their account.
- Pre-k through grade 3 students may be eating lunch in the cafeterias while all other grades will be eating lunch in their classrooms.

Take-home meals will be offered for virtual days (meal prices apply unless students are free). Meals must be paid for in advance (unless the child's status is free). The process is as follows:

- Parent/guardian must sign their child(ren) up for take-home meals the week prior (no exceptions). The attached form is to be completed and sent to Christy Lawson, Giles County Public Schools, 151 School Road, Pearisburg VA 24134, or [clawson@gilesk12.net](mailto:clawson@gilesk12.net).
- For 5 day a week virtual students, meals are available for pick-up at each school on Monday of each week (meals for Monday, Tuesday, Wednesday, Thursday, and Friday).
- For A schedule students (Monday/Wednesday in-class), meals are available for the student to take home on Monday of each week (meals for Tuesday, Thursday, and Friday).
- For B schedule students (Tuesday/Thursday in-class), meals are available for the student to take home on Tuesday of each week (meals for Wednesday, Friday, and Monday).

Thank you for your support of school nutrition programs in Giles County Public Schools. If you ever have questions, please contact [clawson@gilesk12.net](mailto:clawson@gilesk12.net) or (540) 921-1421 x 17.

Sincerely,

Christy Lawson  
Food Service Supervisor

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue,  
SW Washington, D.C. 20250-  
9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Giles County Public Schools      School Nutrition Programs**  
**Take-Home Meals Offered for Virtual Days**

**Sign-Up Sheet**

(meals are offered to virtual students if form is received by SBO the week prior to meals starting)  
(meals are priced according to School Board policy unless students are determined to be free eligible)

Student's Legal Name: \_\_\_\_\_

Student's School: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Mailing Address: \_\_\_\_\_ (street)  
\_\_\_\_\_ (city/state/zip)

Student Status:    \_\_\_ Completely Virtual    \_\_\_ Block A    \_\_\_ Block B  
(completely virtual is M-F at home; Block A is virtual T/Th/F; Block B is virtual M/W/F)

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

My signature indicates I want my child to receive meals for virtual days. I understand there is a cost for these meals unless my child is determined to be free eligible for school year 2020-21. I also understand that I must pick up these meals weekly at my child's school (completely virtual), or my child will bring them home on Monday (Block A) or Tuesday (Block B). I understand that I will be contacted by the School Nutrition Program upon them receiving this form and if I do not receive a call within 10 business days I will contact them directly (921-1421 x 17).

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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**SBO USE ONLY**

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\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Food Service Supervisor

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