

Meal Charge Policy
December 15, 2010

I. Purpose/Policy:

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this policy are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

II. Scope of Responsibility:

The Food service department:

Responsible for maintaining charge records and notifying the student's parent/guardian with written documentation.

The Parent/Guardian:

Immediate payment

III. Administration:

1. Student groups:

a) Elementary students will be allowed to charge a maximum of \$6.00.

1) These meals will include only menu items part of the reimbursable meal.

2) After the charges have reached \$6.00, the student will be given a designated menu alternate (Cheese Sandwich w/ Milk or Peanut Butter/Jelly Sandwich w/ Milk).

b) Middle School students: must contact guidance department to borrow money from designated counselor for lunch purchase.

c) High School students: will not be allowed to charge any school meals.

2. This meal will be rung in the register as a "Paid" meal (in order for the district to receive federal/state reimbursement).

3. On a weekly basis, food service department will send the parent/guardian written notification of the any charges incurred.

4. In the middle of May, all charging will be cut off:

a) Parents/Guardians will be sent a written request for "Payment in Full"

b) All charges not paid before the end of the school year will need to be paid in full by the General fund (per State Education Department).

5. No ala Carte items may be charged

6. An alternative to charging may include the student being sent to the principal's office to borrow if there is an established fund.

7. If a financial hardship is suspected, the principal families will be encouraged to apply for free/reduced meals anytime during the school year.