

NON-INSTRUCTIONAL/BUSINESS OPERATIONS

SUBJECT: MEAL CHARGE POLICY

The Board of Education recognizes that on occasion, students may forget to bring meal money to school or the parent may forget to replenish the Nutrikid online account. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the district, all District schools shall adhere to the following meal charge guidelines:

To comply with State guidelines and maintain a system for accounting for charged meals, regarding both full and reduced-price meals, the Board shall:

1. Limit the number of charges to three per student for a hot or cold lunch. A la carte items may not be charged.
2. Have the cafeteria cashier remind the student once the account reaches three meals, that they have an existing charge on their account and that they must pay the balance. The cafeteria cashier will also inform the child that they can be served either a bagel and milk or a cheese sandwich and milk.
3. Use a computer-generated point of sale system, which identifies and records all meals as well as collects repayments.

The steps below will be followed to collect charge balances:

- An attempt to contact a parent/guardian will be made via automated message when the balance has been reached. Additionally, a letter will be sent home.
- If a parent/guardian is non-responsive after two weeks, the principal or the designee will personally contact the parent.
- If a balance is uncollected or created for a second time within the current school year, the principal or the designee may be notified to contact the school social worker for follow-up.
- If an account remains delinquent for longer than one month, the student may be subject to, up to and including, elimination of lunch room privileges, denial of participation in extra-curricular activities, such as clubs, athletics, or non-curriculum based field trips by the building administrator.

A student who has consistently violated this policy can be refused a meal. Such a refusal is not considered to be a violation of any state or federal laws concerning school food programs. However before denying any student a meal, school food authorities (SFAs) shall carefully consider the negative consequences of such an action.

Staff

Staff members are allowed to purchase food from the district's food services. However, all purchases must be on a cash basis. Staff members will not be allowed to charge meals to be repaid later.

Ref: Child Nutrition Act of 1966, 42 USC §1779 & 1771
National School Lunch Act, 42 USC §§1758(f)(1); 1766(a); 1715 SED
Guideline Doc, Child Nutrition Prgm; "Establishing a Meal Charge Policy", Aug 20, 2005

Re-Adopted: July 11, 2012