

POLICY

5660
2017
2 of 3
Non-Instructional/
Business Operations

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)

- d) The system used for collection of repayments will include e-mails and phone calls by the Food Service Director and may include visits to the home by a school social worker.
- e) Ongoing communication of the policy to parents and students. The District's meal charge policy and procedures will be distributed to all households and applicable staff in writing at the start of each school year and to new households that transfer into the District during the school year. These procedures may vary by grade.

Charging Meals

- a) At the High School, students may charge up to three (3) meals and will not be permitted to exceed that limit until the outstanding charges are paid in full.
- b) At the elementary level a student will be permitted to charge up to \$50.
- c) At the Middle School the students will be permitted to charge up to three meals after that students' names will be sent to the main office. Students will be called down to the main office prior to getting on the lunch line to make a phone call home to ask the parent to either drop off a lunch or money. Students who are unable to reach a parent or a guardian will be allowed to go to lunch and charge a meal. Once a student reaches the ten meal threshold or \$30.00 service will be denied.
- d) At the Elementary level, a student will be served and charged for a reimbursable meal of the food service director's choice.
- e) The only item permitted to be charged is a complete meal. A la carte items such as snacks or ice cream may not be charged.
- f) The District's point of sale system will track all charges and payments.
- g) If, after exceeding the allowable meal charge limit, the parents do not send reimbursement, and the student continues to come to school without a meal, building or District administration may contact social services.
- h) Unpaid meal charges will be addressed directly with the student's parents or guardian who is responsible for providing funds for meal purchases. District administration will further consider the benefits of attempted collections and the costs that would be expended in collection attempts.

(Continued)