

Food Service

The district will participate in the federally subsidized National School Lunch Program and abide by all program regulations relating to the menu, records, and administering free and reduced lunches for students.

The Food Service Director, under the supervision of the Business Manager, will be responsible for all aspects of the food service program. The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Meal prices will be approved annually at a board meeting. Prices are calculated to provide nutritious, balanced meals at a reasonable cost. Program receipts should cover operating expenses and provide sufficient cash reserves so as to make the program as nearly self-supporting as possible.

Staff will not receive free or reduced meals, unless the cost for such is figured as a part of wages.

It is the board's intent to maintain a closed campus at all schools during the lunch period.

Meal Charges

The district will notify students and their families of the policy for Charged Meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

If a student has no funds available to pay for a meal, the student will be provided and charged up to five "courtesy meals." Thereafter, if a student has no funds available to pay for a meal, the building principal will ensure parental contact has occurred prior to no food being provided. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food

purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the district shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.