

Naylor R-II School Meal Charge Policy

I. Federal Requirement

The purpose of this policy is to address the requirement for school food service authorities (SFAS) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy to all district patrons. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price and paid rate, but either do not have money in their account or in hand to cover the cost of the meal at time of service.

II. Goals

The goal of this policy is to establish consistent meal accounting procedures throughout the district and to find a balance between the solvency of the school food service program and the nutritional needs of students. Unpaid charges place a large financial strain on the food service department. The goals of this policy are:

- To treat all students with dignity and confidentiality
- To support positive, clear, and consistent communication among food service staff, administration, students, and parent(s)/guardians(s)
- To encourage parent(s)/guardian(s) to assume the responsibility of meal payments and to promote self-responsibility of the student
- Minimize meal charges and encourage parent(s)/guardian(s) to pre-pay for all meals
- To establish fair and consistent practices regarding cafeteria charges and collection of charges

III. Administration

1. Families are encouraged to apply for free and reduced price meal benefits.
2. Families are encouraged to pre-pay for all meals. Money is accepted in the high school and elementary offices and will be applied to the student's account.
3. Families will be notified of the Meal Charge Policy in writing before the school year begins and with each new transfer student. This policy will also be posted on the school web site at www.nayloreeagles.com, and in student handbooks.
4. Students may use the point of sale system to purchase meals or food items each day with cash.
5. In the event that a student does not have cash or sufficient funds in his/her account, students will be permitted to charge lunch and breakfast.

6. Once the student account reaches \$30, verbal reminders will be given to the student and letters will be mailed to parents/guardians notifying them of the need to pay existing charges in full.
7. If a student reaches a negative account balance of \$30, and parents/guardians have been notified of the need to pay the account in full and payment has not been received, after a one week grace period students will lose the privilege of participating in all extracurricular activities until the balance is paid in full. This includes, but is not limited to (sports, sports practice, field trips, clubs etc.)?
8. If the student account balance once again reaches the \$30 limit, parents/guardians will again be notified of the need to pay, but there will not be a grace period and the loss of extracurricular activity privileges will be immediate.
9. A la carte items are not part of the USDA program and students will not be allowed to charge A la carte items or purchase them if they have a negative account balance.
10. At the first of May, the food service program begins to close the books for the school year. As a result, on May 1st all food service transactions will become cash only transactions.
11. Seniors will receive a notice the first week of May of charges owed and these must be paid before the **Senior** will be allowed to participate in **Commencement Exercises**.
12. **Staff**, who owe outstanding lunch or breakfast charges at the conclusion of the school year, will have the amount deducted from their final pay checks of the year.

IV. **Balances Owed With No Response by Parent(s)/Guardian(s):**

- Verbal reminder to student
- Letters mailed home with amount owed and consequences for their student if prompt payment is not received.
- Phone call to parents or email sent.
- Balances not paid by the end of the school year will be carried forward into the next school year. This will result in the student losing the privilege of participating in all extracurricular activities in the next school year until last year's charges are paid in full.
- Seniors will not be allowed to participate in Commencement exercises.
- Students will lose the privilege of participating in extracurricular activities.
- Referral to small claims court and /or District Attorney's Office.