

LACKAWANNA TRAIL SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT MEAL CHARGING

ADOPTED:

REVISED: Adopted First Reading 9/14/2015

<p>1. Purpose PDE-010</p> <p>3. Guidelines</p> <p>34 CFR 300.8</p>	<p style="text-align: center;">808.1. STUDENT MEAL CHARGING</p> <p>The Lackawanna Trail School District (the school district) is committed to providing nutritious meals to all students. The district must establish consistent meal account procedures throughout the district. Unpaid charges place a financial burden on the food service department and school district. The goals of this policy are:</p> <ol style="list-style-type: none"> 1. To establish a consistent and official district policy regarding meal charges and collection of charges. 2. To treat all students with dignity in the serving line regarding meal accounts. 3. To support positive situations with district staff, district business policies, students and parent/guardian to the maximum extent possible. 4. To establish policies that are age appropriate. 5. To encourage parent(s)/guardian(s) to assume the responsibility of meal payments and to promote self-responsibility of the student. <p>Parent(s)-Guardian(s)are responsible for ensuring that students have the appropriate form of exchange to pay for their meal. When a student comes through the serving line without the appropriate form of exchange the following procedures shall be utilized.</p> <p><u>Grades K-6</u></p> <p>Meal charges per student will be allowed up to the cost of three reimbursable meals or \$7.50 whichever is higher. Students cannot charge snacks or ala carte items including milk if their account reflects an outstanding balance. A participation report will be sent to the parent(s)/guardian(s) upon parental request or in the event that the student exceeds charge limits No elementary student or students meeting criteria under 34 CFR 300.8 will be denied a meal even after the student has exceeded his or her limit on his or her account.</p>
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After two meal charges, parent(s)/guardian(s) will be notified informing them that if the child does not have the appropriate form of payment after incurring the maximum charge as set forth above, no further charges will be allowed. If the situation persists, the school administration will schedule a meeting with the child's parent(s)/guardian(s). Parent(s)/guardian(s) will be notified in writing at the end of each grading period of the amount owed on their child(s) account. All charges must be paid in full no later June 30 of the current school year. If a student withdraws from the Lackawanna Trail School District during the school year, any charges not paid in full will result in the student's records not be forwarded to the new district until the account is closed.

Refunds

Refunds from student(s) account(s) are permitted only in the event that a student leaves the school district or the refund is requested by the parent(s)/guardian(s) under special circumstances. Any unclaimed funds not requested by June 30th for students leaving the district will become the property of the food service department. Parents may request to have these outstanding funds transferred to the next academic year.

High School — 7-12

It is the policy of the Lackawanna Trail School District that no high school student will be allowed to charge a meal. The high school does not utilize a POS computerized point of sale system, therefore, students may pay for meals or food items, each day, with cash or they may purchase a 5 day lunch ticket.

If a student is without meal money on a frequent basis:

- 1) The Food Service Department will investigate the situation more closely.
- 2) The Food Service Department may contact the parent/guardian by phone to request money for the purchase of meals or to encourage the parent/guardian to apply for free or reduced price meals.
- 3) The Food Service Department may request intervention from a school counselor to determine if a more serious household situation exists.
- 4) All reasonable options will be thoroughly investigated.
- 5) As a last resort, students in this situation will be provided with a low cost meal alternative.

Policy Administration

1. Free and Reduced Students.

- a. Free lunch status permits a child to receive a free meal every day. A la carte items are not part of the National School Lunch Program.
- b. Reduced status allows a student to receive meals at a price greatly reduced from the regular meal price.