

CHILD NUTRITION MEAL CHARGE POLICY

The Sequoyah School District offers nutritious school meals to students at a minimal cost. In order to avoid adversely affecting the school lunch program financially, the School Board establishes policy regarding the charging of school lunches.

Negative student balances affect the ability of the lunch program to operate in a fiscally responsible manner.

*The District discourages the charging of student lunches. Students that have charged meals shall not exceed: **PK-3rd grade--\$40.00 and 4th-12th grade--\$20.00 in unpaid charges.** If this amount is exceeded and not paid in a timely manner, then the student will be offered an alternate lunch of **Peanut Butter, Crackers, Fruit & Milk.** Charge limits in April and May will be reduced weekly till there is no charging available.

***All Middle and High School students will be informed of their lunch balance as they pass thru the lunch line.** Notices of unpaid charge balances will be sent to the parents/guardians on a regular and consistent manner to avoid the lunch program carrying charge balances. If needed, a **repayment plan** may be established by contacting the Child Nutrition Office at 918-341-0782. Plans will be designed on a per household basis.

*Under no circumstances will a child receive a handstamp or any other physical marking to show that they have unpaid charge balances.

*If a response to unpaid lunch charges is not received by the District from parents/guardians and several attempts are made by letter, e-mail or phone to collect the balances, students will **not** be able to charge again until balance is paid. Child Nutrition will make 3 initial attempts before turning debt collection over to building principal's. They will ask for parent conference in April of each year if debt has not been collected. All unpaid balances will roll over into the next school year for collection. The student will be provided an alternate meal.

*Parents who could be eligible are encouraged to apply for **Free and Reduced Lunch under the federal government guidelines.** Applications are available at school site offices and Child Nutrition Office. Contact Child Nutrition at 918-341-0782.

Child Nutrition will show the bad debt as an expense. If this jeopardizes CNF ability to remain profitable, then General Fund will share in the debt expense. Sequoyah Public School may also seek community donation to offset bad debt.

Students will be treated with courtesy and respect regardless of whether or not the parent has provided payment to the school district. If a meal has been served to a child in error, the child will be allowed to consume the food that was provided to the student in error. Staff members will be instructed to adhere to this policy. If a staff member fails to adhere to the policy, disciplinary action shall be taken.