MEAL CHARGE POLICY

The Board of Education recognizes that, on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the District, the Board will allow students who may forget meal money to "charge" the cost of meals to be paid back at a later date subject to the terms of this policy.

To comply with the state guidelines and maintain a system for accounting for charging meals, regarding both full and reduced-price meals, the Board of Education, Superintendent and or his(her) designee shall:

1. Allow only regular meals, meaning what is on the menu, excluding extras and snacks, to be charged;
2. Limit the number of charges to 3 per student;
3. Send IOU's home after every charge indicating the number of charged meals incurred;
4. When a student exceeds the charge limit, provide a milk, fruit and a cold cheese sandwich at lunch;
5. Notify parents on a timely basis of outstanding charges, first by sending a copy of the charge home with the student, then a reminder by mail or telephone.
6. Require student to pay all meal charges before being allowed to purchase *a la carte* items (snacks).

Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not on the day the charge is paid back.

If the District suspects that a student may be abusing this policy, written notice will be provided to the parent that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

Families may apply for free/reduced meals at any time during the school year. Applications are mailed to all families prior to the school year. In addition, applications are available at the District Office, all school Nurses' Offices and in the cafeterias.

The School District shall post this letter on the website for all parents on an annual basis prior to the opening day of school outlining the requirements of this policy.