

MEAL CHARGING PROCEDURE

This board regulation outlines procedures for a student to charge meals. Adults are prohibited from charging meals.

Definition

Alternate meal means any meal that is different from the day's advertised reimbursable meal, e.g., a peanut butter or cheese sandwich, plus milk.

Dissemination

The Superintendent must ensure that uniform meal account procedures are provided in writing, to all parents of students at the start of each school year and to the parents of students transferring to the school mid-year. The Superintendent shall also provide procedures to all school and district-level staff members responsible for the enforcement of this regulation.

The District may use additional methods to disseminate the procedure on an ongoing basis throughout the school year.

Payment Options

Parents are responsible for ensuring that students have sufficient funds to purchase school meals each day or pre-pay for meals to avoid accruing meal charges. District payment options for student meal accounts include [in person, by phone, if available online payment, etc.].

Charging Procedure

In the event a student does not have sufficient funds, the District must allow the student to receive a reimbursable breakfast or lunch, the cost of which may be deducted from the student's meal account. The District cannot deny a reimbursable meal to any student unless a parent requests it in writing. The District cannot serve an 'alternate meal' to a student if they have a negative meal balance. The District cannot ask a child to bring a lunch from home if they have a negative meal balance.

[A student with a negative meal balance is prohibited from charging a la carte or extra items (e.g., a second milk or additional entrée.)]

The District will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities, or access to materials, technology, or other items provided to students due to unpaid meal balance.

The District will not require a student to provide services or perform work to pay for school meal debt. The District will not produce a public list of students with a negative meal balance.

Payment Reminders

The District may contact a student's parents or guardian directly regarding meal debt by using the school's regular notification system, or require the student to deliver a sealed letter addressed to the child's parent or guardian. Any such communication must be done in a manner that does not stigmatize the child. If a pattern of charging continues, the administration shall attempt to contact the student's parent and encourage the parent to complete a free or reduced meal.

application. Nothing in this procedure prohibits school district personnel from reporting suspected abuse or neglect of a student as required by law.

Unpaid Meal Charges

Parents are expected to pay all charges. If they fail to do so, the District may roll over debt or refer the debt to collections. Bad debts arising from uncollectable accounts are unallowable in the non-profit foodservice account. The District may use an alternative funding source (e.g., the school districts general fund, other nonfederal funding or charitable funding source) to offset costs incurred from unpaid meal charges and collection fees.

Balance

Funds in the student's meal account (positive or negative), may be carried over to the next school year. Students that graduate or withdraw from the District will have remaining balances moved to other siblings accounts or may receive a refund of the remaining balance in their meal account upon request within 60 workdays of completion or it will become the property of the District.

Adopted by Glenburn Public School Board
01/08/2024