

REGULATION

Child Nutrition Program/Charging Meals

Although not required by law, because of the District's participation in the Child Nutrition Program, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Board authorizes the Superintendent to develop rules which address:

- A) What can be charged:
Only the approved meal(s) for the day may be charged. Students may not charge a la carte items.
- B) The limit on the number of charges per student:
Students may only charge up to five (5) days of meal(s), including both breakfast and lunch. The student will be served a meal that meets basic child nutritional standards until the charge has been paid in full.
- C) The system used for identifying and recording charged meals;
The Nutrikids or other District Point of Sale (POS) system will identify and record charged meals.
- D) The system used for collection of repayments;
The following steps will be implemented for collection of repayments.
 1. School Lunch Director will notify parent/guardian of charges by letter.
 2. School Lunch Director will notify parent/guardian of charges by letter and personal contact, (phone or meeting).
 3. The principal will notify parent/guardian of charges by letter and personal contact, (phone or meeting).
 4. The District Business Office will send notice and parent/guardian meeting with Superintendent or designee.
 5. Possible referral to outside collection agency.
- E) On-going communication of the policy to the parents and students.
The system and procedures for collection of repayments will be annually announced in the Fall District newsletter as well as in the Student Handbook. The notice will be included on the Parent Page of the District Website. The School Lunch Director will post signs at the beginning of each serving line that notify students of the policy and subsequent restrictions.

The School Lunch Director will provide a monthly report to the Superintendent of the outstanding charges and documented attempts to collect.