

## Meal Charge Policy

### K – 8 Students

#### School Procedures:

- Students in Grades K through 8 may charge for meals at the Dining Hall, however, they may **not** Accumulate charges in excess \$10. No student will ever be denied a meal in our cafeterias due to a lack of funds to pay for this meal.
- Any student in Grades K through 8 requesting a charge will receive the regular meal up until they have reached a negative balance of \$10. For all subsequent charges, the student will be offered an American cheese sandwich (or acceptable sandwich substitute, in the case of allergy), a fruit, a vegetable, and milk. breakfast will consist of graham crackers or low sugar cereal, juice and milk.
- **Gluten free, severe allergy students and students with special menus are exempt from the above meal substitutions.**
- As the above still constitute a lunch or breakfast, payment for these meals is necessary. The cashier will debit the student's account for money that is owed to cover the cost of the reimbursable meal. Students are not permitted to charge "a la carte" snacks, beverages or second meals if the account has a negative balance of \$10.
- The School Nutrition Manager will send a notice home weekly to the parent/guardian of those students with outstanding meal charges, listing the charges owed by the student.
- Names of students with charges for whom payment has not been received after one (1) months' time, will be referred to the School Nutrition Office for further action.
- When payment is received, it will be applied to the student account to decrease the debt amount. No snacks or double meals are to be purchased if the student has a negative balance.
- Meal Benefit Forms for Free and Reduced Price School Meals are included in the Back to School Mailer sent by School Nutrition and are also available at our school office. Forms may also be distributed to those students who are accumulating a debt or to students requesting a form. Forms for Free and Reduced Price School Meals may be submitted at any time during the school year.

Approved by the Board of Directors September 26, 2017