

# SHALER AREA SCHOOL DISTRICT

No: 808.1

## SECTION: OPERATIONS

TITLE: SCHOOL LUNCH/BREAKFAST PROGRAM – CHARGED MEAL

ADOPTED: SEPTEMBER 18, 2002

REVISED: DECEMBER 10, 2008

<p>1. Purpose</p> <p>2. Guidelines</p>	<p>808.1 SCHOOL LUNCH/BREAKFAST PROGRAM - CHARGED MEAL</p> <p>The policy of the Shaler Area School District is to provide for students' needs for a healthy lunch whenever possible. However, due to the number of students who arrive in the cafeteria without appropriate lunch payment, the Board of School Directors deems it necessary to implement a charge policy for those students who arrive at the cafeteria without the appropriate meal card, ticket, or money.</p> <p>Parent(s)/guardian(s) are responsible for ensuring that students have the appropriate form of exchange to pay for their meal. Where a student comes through the serving line without the appropriate form of exchange, Shaler Area School District will utilize the following procedures:</p> <p><u>Grades 4-12</u></p> <p>Meal charges per school will be allowed up to the cost of three (3) reimbursable meals or \$5.00, whichever is higher. Charges will be limited to a reimbursable meal chosen by the cafeteria office, and no charging will be allowed for any a la carte items.</p> <p>After two (2) charged meals, a written notice will be sent to parents indicating that if the student does not have the appropriate form of payment after incurring the maximum charge as set forth above, no further charges will be allowed <b><u>and only a basic meal, as designated by the cafeteria personnel, will be served. If the situation persists, the school administration will schedule a conference with the child's parents.</u></b> Parents will be notified in writing at the end of each grading period of the amount owed on their child's account. All charges must be paid in full at the end of each grading period or the student's report card will not be mailed to the parents.</p> <p><u>Grades K-3 and Disabled Students</u></p> <p>Students in grades <b><u>K-3</u></b> and any disabled student who is unable to take full responsibility for lunch payment will always be allowed to charge a reimbursable meal if they do not have the proper form of payment. Charges will be limited to a reimbursable meal chosen by the cafeteria office, and no charging will be allowed for any a la carte items.</p>
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After two (2) charged meals, a written notice will be sent to parents indicating that charges are accruing and advising the parents regarding the district's collection policy. On a monthly basis, parents will be notified in writing of the charges on their student's account and their responsibility for payment. All charges must be paid in full at the end of each grading period or the student's report card will not be mailed to the parents.

#### School Records

The district will maintain a list of students who have incurred charges for meals. Prior to denying a meal to any student in grades **4-12**, the list should be reviewed to determine if the student has reached the maximum amount of charges allowed on their account for that school year.

#### Collection Policy

Unpaid charges will be carried on a student's account from year to year. Report cards will not be mailed to the parents if there is an unpaid balance on the student's account at the end of each grading period **and access to the parent portal program shall be denied to parents.** When a student's account balance reaches \$25 or more, notice will be sent to the parents via regular and certified mail stating the amount due and describing further action that will be taken if the parent does not pay the amount due within ten (10) days. If no response is received from the parents within the ten (10) days, the student's account will be turned over to the magistrate for collection. Parents will be responsible to pay the amount due to the cafeteria as well as any and all fees assigned by the magistrate for the collection of monies due to the cafeteria.

**If payment of the bill hasn't been collected within thirty (30) days, the student shall lose all access to after-school clubs, activities, and athletic programs and parents shall be denied access to any parent portal program made available to parents by the Shaler Area School District.**

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