

*Glenburn Public School*  
*Meal Charge Policy & Procedure*  
*2019-2020*

*I. Purpose*

Glenburn Public School is committed to providing quality meals to students each day. However, unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. While the USDA Child Nutrition Program does not require that a student who pays for a meal be served a meal without payment, the Glenburn Public School provides this policy as a courtesy to those students in the event they forget or lose their lunch money.

To improve communications between home and school, we encourage you to provide the school with an e-mail address. This enables you to receive an automated low balance email notification ensuring that lunch accounts are always filled. Parents can apply any amount to the account but it is recommended to **pay in advance** the amount your student might spend in a month. PowerSchool Parent is a tremendous tool for parents and provides an excellent way for you to keep track of your child's lunch balance. If you have not yet obtained a PowerSchool Parent account, please contact the School today.

*II. Meal Prices*

*Elementary*

Breakfast: \$1.85/No charge for Free and Reduced-price meals

Lunch: \$2.50/Reduced-price meals \$.40/No charge for Free-price meals

Ala Carte Milk: \$.25/Pay cash at time of purchase/**No charges**

*Secondary*

Breakfast: \$1.95/No charge for Free and Reduced-price meals

Lunch: \$2.75/Reduced-price meals \$.40/No charge for Free-price meals

Ala Carte Milk: \$.25/Pay cash at time of purchase/**No charges**

*III. Policy.* The goal of this policy is to treat all students with dignity and respect while promoting parental responsibility for meal payments and self-responsibility of the student.

*Full Pay* - Students **must prepay or pay cash for all meals and for all ala carte milk purchases.**

*Free Meal Benefit* - Free status students will be allowed to receive a free breakfast and lunch each day. Milk is included with meals, however, a milk purchase without a meal is charged the ala carte milk price of 25 cents, regardless of the student's eligibility status.

*Reduced Meal Benefit* - Reduced status students will be allowed to receive a breakfast for free and lunch for 40 cents a day. Milk is included with meals, however, a milk purchase without a meal is charged the ala carte milk price of 25 cents, regardless of the student's eligibility status.

*Parents/Guardians* - The goal is to assist students in being responsible for their accounts; however, parents/guardians are responsible for meal payments to the school. Notices of low or deficit balances will be given to students and/or sent to parents/guardians at regular intervals during the school year. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a student will be carried over to the next school year. A weekly list of negative account balances of more than fifteen dollars (-\$15.00) will be forwarded to the Administration for notification to the families.

*Financial Hardship* - Glenburn Public School understands that some families are facing financial difficulties. Parents/guardians are strongly encouraged to submit free/reduced lunch application forms annually as well as when their household income changes. Applications can be submitted at any time. The current application is available on our website or a paper copy of the application can be found in the August Newsletter or obtained from the School.

*Potential Consequences* - If a student is without meal money on a consistent basis, the Administration will investigate the situation more closely and take further action as needed. If a pattern of charging continues, Administration shall attempt to contact the student's parent and encourage the parent to complete a free or reduced meal application. If charges become excessive and parent/guardian refuses to pay, the School reserves the right to take steps deemed necessary to collect charges owed.

- IV. *Allergies and Special Dietary Needs* - Students with allergies requiring a modified meal need a signed physician's form filed with the school. Forms can be obtained from the office.

This institution is an equal opportunity provider.