

A supervisor may be hired by the board to oversee the district's food service program.

Sanitation Inspections

The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records

The supervisor shall be responsible for keeping food service records required by state and federal laws and regulations.

The supervisor shall be under the direct supervision of the superintendent and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

Meal Prices

Meal prices shall be determined by the board.

Free and Reduced Price Meals

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year.

Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$10

worth of meals to their food service account. Charging of a la carte or extra items to the food service account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided a courtesy meal consisting of a meat or cheese sandwich and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to offering a courtesy meal for exceeding the district's charge limit. A courtesy meal will be provided for up to three days. If the negative balance continues, and the parent or guardian fails to provide the child with meals or the funds to purchase meals, social services will be contacted to determine if the student's needs are being met.

Payments for school meals may be made at any school office. Students, parents, and guardians of students are encouraged to prepay meal costs. No adults or staff will be allowed to charge meals at any time.

The school district will reimburse the full amount of any unrecoverable delinquent account to the child nutrition department. The account will be considered unrecoverable when a student graduates or moves out of the district with a negative meal balance. This will be assessed at the end of each school year. Students who graduate with a negative meal balance will not receive a diploma until these charges are paid.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

Approved:

KASB Recommendation - 4/07; 12/16