

Leigh Community Schools District Meal Charge Policy**I. FEDERAL REQUIREMENT**

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

II. PURPOSE OF POLICY

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

III. SCOPE OF RESPONSIBILITY

- The Business Manager, Superintendent & Principal: Responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Immediate payment

IV. ADMINISTRATION

1. Families are encouraged to apply for free and reduced price meal benefit. Any family that falls into a negative balance will receive a notification to encourage them to apply for free or reduced price meal benefits.
2. Families are encouraged to pre-pay for meals and money is accepted in the school office daily for payments on the day of service. Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer student, and is included in the student handbook.
3. Families will be notified of the school Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student.

4. SFAs may limit the amount of funds that a student can use daily for a la carte purchases.
 - a. Calls on delinquent accounts are made on a weekly basis to try to collect payment.
 - b. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.
 - c. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not sue the child's money to repay previously unpaid charges if the child intended to sue the money to purchase the day's meal.
 - d. No charges are allowed for extras or a la carte foods on any negative accounts or accounts with a zero balance.

V. STUDENT ELIGIBILITY

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Office. A student may become eligible for free or reduced meals at **any time during the school** year if the household experiences a change in financial circumstances.

VI. MEAL ACCOUNT BALANCE

Families can check their meal account balances **online or by calling** the office.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt

VII. STUDENT CONFIDENTIALITY

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act.

This policy will be included in every handbook.

Revised Jan. 2018

Revised May 2019

5052
School Wellness Policy

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness.

1. Goals for Nutrition Education

- a. The health curriculum will include information on good nutrition and healthy living habits.

Publish monthly school menu
Periodic menu themes and special events
Classroom curriculum – including cooking class

- b. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.

2. Goals for Physical Activity

- a. The physical education curriculum shall include instruction on physical activity and habits for healthy living.

Recess everyday for elementary students. Physical activity breaks in classes. Before and after school physical activity programs.

- b. Students will be encouraged to engage in physical activities throughout the school day.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. Students will be provided sufficient time in which to eat school-provided meals.
- b. The district's lunchrooms will be attractive.

- c. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

4. Nutrition Guidelines

- a. Food providers will take measures to ensure that student access to foods and beverages meet federal, state and local laws and guidelines.

Participation on both school lunch and breakfast programs, free water available at lunch and breakfast, offer versus serve.

- b. Food providers will offer students a variety of age appropriate healthy food and beverage selections for elementary schools, middle schools and high schools.

5. Community Advisory Committee

- a. The advisory committee will consist of the Superintendent, Principal, Head Cook, Physical Education Teacher and a student representative. The committee will meet annually.
- b. The committee will review this policy, suggest possible revisions, and submit its suggestions to the board of education.
- c. The Physical Education Teacher is responsible for coordinating the implementation of this policy and for monitoring the district's progress and compliance in meeting the goals established by this policy.
- d. The Committee will use newsletters and social media to annually, inform and update the public on any changes.

Adopted on: _____ 1/18

Revised on: _____ 5/19

Reviewed on: _____