

STUDENT NUTRITION SERVICE MANAGEMENT
(STUDENT MEAL CHARGE GUIDELINES)

Elementary Schools: Elementary students who forget or lose their money will not be deprived a meal at breakfast or lunch. In these instances, students may charge a meal. However, parents are to be notified of charges due as they occur. Payment is expected to be paid by the next school day.

Secondary Schools: Meal charges are allowed. The building principal is the person to set the standard on charging. All student meal charges are to be paid prior to the next school year's registration.

STUDENTS MEAL CHARGE PROCEDURE

The following procedure will be followed by the assigned building staff for issuing and collecting student meal charges.

1. Charges will be issued on a daily basis by the assigned building staff member.
2. Each student charge will be tracked in an accountable manner. Records need to include student name, date charge occurs, amount of charge, date of parent notification, amount paid and date paid.
3. Parent is to be notified twice weekly of each charge and total amount due.
4. Payment should be forthcoming by the next school day.
5. After the third unpaid charge, a letter to the parent is to be sent home with the student. The letter indicates the option of sending a lunch with the student until charge(s) is paid, or qualified families may apply for free or reduced price meals. An alternative meal will be provided at an appropriate charge.
6. After the fifth charge, a phone call is to be made to the parent by the principal stating the district meal charge policy. The phone call should include (1) information regarding sending a lunch with the student until the charge(s) is paid, and (2) that qualified families may apply for free or reduced price meals.
7. After the eighth charge, the principal is to call the parent and request payment for total charges incurred and for the parent to send lunches until the charges have been paid.
8. Report cards are not withheld if charges are past due.
9. Other building principals are to be notified of students transferring to other district buildings that have outstanding meal charges. These charges are to be collected prior to student registration.

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Fort Zumwalt School District, O'Fallon, Missouri