



School Lunch Balance Policy

Purpose:

The Purpose of the following policy is, (1) to permit the orderly establishment of consistent practices regarding charges and collection of charges. (2) to provide adequate communication among staff, administrators, teachers, students and parent/guardian. (3) to establish fair practices that can be used throughout the school district. (4) to ensure that all students have a healthy meal and that no child goes hungry. (5) to treat all students with dignity and confidentiality in serving line regarding meal accounts. (6) to encourage parent/guardian to assume the responsibility of meal payments and to promote self – responsibility of the student.

Definitions:

Fees means any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. Admission fees, transportation charges, and similar payments to third parties are fees if the charges are made in connection with an activity or function sponsored by or through Endeavor Hall. For the purposes of this policy, charges related to the National School Lunch Program are not fees. *Provision in Lieu of Fee Waiver* means an alternative to fee payment and waiver of fee payment. A plan under which fees are paid in installments or under some other delayed payment arrangement is not a waiver or provision In lieu of fee waiver. *Student Supplies* means items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in questions and have a high probability or regular use in other than Endeavor Hall sponsored activities. The term includes pencils, papers, notebooks, crayons, scissors, basic clothing for healthy lifestyle classes, and similar personal or consumable items over which a student retains ownership. *Optional Project* means a project chosen and retained by a student in lieu of meaningful and productive project otherwise available to the student which would require only school-supplied materials. *Textbooks* means books, workbooks, and materials similar in function which are required for participation in a

course of instruction. *Waiver* means release from the requirement of payment of a fee and from any provision in lieu of fee payment.

Standards:

1. An automatic email will be sent out once an account is in the negative.
2. The Child Nutrition Director will send out hard copies of negative accounts with a letter asking for payment every 30 days until account is no longer in the negative.
3. If the account reaches more than \$30.00 the Child Nutrition Director will call and ask for payments or try and arrange a payment plan, while encouraging them to apply for free/reduced meals.
4. Further collection efforts will be determined on a case by case basis by the administration.
5. Endeavor Halls policy is that no child will ever be denied a meal.
6. Every student wanting a school lunch will receive a full reimbursable meal.
7. Students will not be asked to call home regarding negative lunch balances, the calls will be made by the Child Nutrition Director, the business manager, or the Director.
8. If your account has a positive balance at the end of the year, it will roll it into the next school year.
9. If you would like a return on your positive balance it needs to be a balance greater than \$5.00 and must be requested.
10. If you would like to donate the rest of you lunch account balance to the school lunch program, we will use the funds to help pay for other children's lunch debts.