

SHALER AREA SCHOOL DISTRICT

No: 808.1

SECTION: OPERATIONS

TITLE: SCHOOL LUNCH/BREAKFAST PROGRAM – CHARGED MEAL

ADOPTED: SEPTEMBER 18, 2002

REVISED: DECEMBER 10, 2008; DECEMBER 6, 2017

808.1 SCHOOL LUNCH/BREAKFAST PROGRAM - CHARGED MEAL	
1. Purpose	<p>The policy of the Shaler Area School District is to provide for students' needs for a healthy meal whenever possible. However, due to the number of students who arrive in the cafeteria without appropriate lunch payment, federal and state agencies require that the Board of School Directors adopt and implement a meal charge policy for those students who arrive at the cafeteria without the appropriate account balance or money.</p>
2. Guidelines 24 P.S. § 13-1337(d)(2)	<p>Parent(s)/guardian(s) are responsible for ensuring that students have the appropriate form of exchange to pay for their meal. Notwithstanding the foregoing, regardless of whether a student has money to pay for a school meal or owes money for school meals, the Shaler Area School District shall require its schools to provide a school food program reimbursable meal to a student who requests one, unless the student's parent or guardian has specifically provided written directive to a school to withhold a school meal.</p> <p>Where a student comes through the serving line without the appropriate form of exchange, Shaler Area School District will utilize the following procedures:</p> <p>Charges will be limited to one reimbursable meal, and no charging will be allowed for any a la carte items.</p> <p>When an account balance is low or becomes negative, parents or guardians will be notified via a variety of methods. Emails, phone calls and written notices may be utilized. The notifications will detail that only a reimbursable meal will be served until the negative balance is restored to positive. If the situation persists, the school administration will schedule a conference with the child's parents or guardians. Parents or guardians will be notified at the end of each grading period of the amount owed on their child's account. All charges must be paid in full at the end of each grading period or the student's report card will not be mailed to the parents or guardians.</p>
24 P.S. § 13-1337(d)(3)	<p>When any student owes money for five (5) or more school meals, the student's school will utilize the following procedures:</p> <ol style="list-style-type: none">1. A representative from the student's school shall make at least two attempts to reach the student's parent or guardian and have the parent or guardian apply for participation in the school food program.

24 P.S. § 13-1337(d)(4)

2. The student's school may offer assistance with applying for participation in the school food program.

Administrative Responsibility

The Shaler Area School District and its schools will not:

1. Publicly identify or stigmatize a student who cannot pay for a school meal or who owes money for school meals.
2. Require a student who cannot pay for a school meal to perform chores or other work to pay for the school meal. This prohibition shall not apply if chores or other work are required of all students regardless of the student's inability to pay for the school meal.
3. Require the student to discard a school meal after it was served to the student due to the student's inability to pay for the school meal or the amount of money owed by the student for earlier school meals.

All communications regarding money owed by a student for school meals shall be directed to the student's parent or guardian and not to the student. Schools may contact the student's parent or guardian by means of a letter addressed to the parent or guardian that is delivered by the student.

School Records

The Shaler Area School District, along with the food service contractor, will maintain a list of students who have incurred negative charges for meals.

Collection Policy

The Shaler Area School District may pursue collection of negative account balances through appropriate collection measures. Unpaid charges will be carried on a student's account from year to year. Report cards will not be mailed to the parents or guardians if there is an unpaid balance on the student's account at the end of each grading period **and access to the parent portal program shall be denied to parents or guardians.** Transcripts may be withheld until the negative balance has been paid.

When a student's account balance reaches \$25 or more, notice will be sent to the parents or guardians either via regular or certified mail stating the amount due and describing further action that will be taken if the parents or guardians do not pay the amount due within ten (10) days. If no response is received from the parents or guardians within the ten (10) days, the student's account may be turned over to the magistrate or a collection agency or other collection procedures deemed appropriate for collection against the parents or guardians. Parents or guardians will be responsible to pay the amount due to the cafeteria as well as any and all fees assigned by the magistrate or collection agency for the collection of monies due to the cafeteria.

If payment has not been collected within thirty (30) days, the student’s parents or guardians shall be denied access to any parent portal program made available to parents by the Shaler Area School District.

References:

School Code – 24 P.S. Sec. 1337

Board Policy 808