



Adopted: 2-10-2010  
Revised: \_\_\_\_\_

Orig. 2010

## **730R FOOD SERVICE POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for lunch account procedures throughout the buildings in the provision of meals to students.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to recognize the parent/guardian's responsibility to provide lunch for their children by either a cold lunch from home or assuring that they have monetary credit in their student lunch account. Proper nutritional intake is essential for adequate learning to occur. Rockford Area School District offers nutritional meals under the guidelines of the USDA and strive to provide meals in an efficient and fiscally responsible manner.

### **III. PURCHASING MEALS**

#### **A. Student Lunch Accounts**

1. Students may purchase meals when funds have been deposited into their accounts.
2. Cash or checks will be taken at the district office and the full amount will be deposited into the students account. No change will be given to the student or parent during this transaction. Pay Schools, an online lunch payment program, is available on the Rockford Area Schools' website.
3. Each student will have their own lunch account number. A single common number for families with more than one student in the school system will *not* be used. Each student's account is managed separately.
4. Students are not allowed to borrow lunch credits from another student.
5. Students are not allowed to eat from another student's lunch tray for health and sanitation reasons.

#### **B. Free and Reduced Price Lunches**

1. Families may apply for free or reduced price lunches at anytime during the school year.
2. Applications for free and reduced lunches are available prior to the beginning of the school year at the district office.



3. Lunch applications are available in each school building office, each school kitchen, and the district office. Lunch applications will also be mailed out to any parent requesting one.
4. Families applying for the free and reduced lunch program must pay for lunches or provide a lunch from home until they receive notification they have been approved. Charging of lunches will not be allowed for families whose applications are pending approval.
5. Families who qualify for free or reduced lunches will be allowed to receive these same benefits up to 30 school days of the next school year. If a new application has not been submitted prior to the 30th school day of the following year deadline, the student or students from these families will be expected to pay full price for lunch beginning the first school day in October.

#### IV STUDENT ACCOUNT STATUS AND NOTIFICATION

- A. Students, parents or guardians in grades Kindergarten through grade 12 will be given a written notification by email or letter when their lunch account balance is **\$10.00** or less.
- B. Students will be allowed to charge their accounts until the account is overdrawn by **\$5.00**. An automated phone call will be made to the home of students and staff whose lunch accounts have a negative balance. Once the account is overdrawn by **\$5.00**, the student will no longer be allowed to charge the regular meals, extra entrees, or ala carte items offered by the school.
- C. If a student's lunch account balance is at a balance of negative **\$5.00**, the student will be offered a courtesy meal that consists of a sandwich and milk at no cost to the student each day until funds are deposited into the account to make a positive balance.
- D. Students who are on the free or reduced lunch program are allowed to eat lunch each school day. Extra entrees or ala carte items are not allowed to be charges if the student's account has a negative balance.
- E. School districts have the right and ability to complete and process an application for the free and reduced lunch program for those students whose parents are not taking the responsibility to provide either a cold lunch or funds for a hot lunch when it is apparent the student's nutritional health is at stake.
- F. Assistance from Wright County Social Services may be requested by the school social worker for possible neglect when the above procedures are unsuccessful.