

ADDENDUM
LORDSTOWN BOARD OF EDUCATION
MEETING
July 15, 2020

Add to Consent

Agenda:

K. Recommend the Board approve the attached Unpaid Meal Charge Policy for the Lordstown School District. Requested by Lordstown Board of Education

Purpose

It is the goal of the Lordstown Local School District Food Service Department to provide fulfilling and nourishing meals to our students to help fuel their learning in the classroom. Lordstown Local School District's goal is to operate the Food Service Department in a cost effective manner. The intent of the policy of unpaid meal debts is as follows and is NOT intended to be an example of lunch-shaming. All efforts of staff will be made to be respectful and understanding to the needs of the student:

1. To be transparent with our families on the district procedures for handling unpaid meal charges
2. To establish policies that are age-appropriate for our students
3. To encourage parent/guardian responsibility of meal payments and charges
4. To outline the actions the district will take to implement and enforce the policy and collect outstanding debts

Lordstown Local Schools Food Service operates under the rules and regulations of the United States Department of Agriculture (USDA). While the USDA does not require schools to serve meals to full-pay or reduced eligible students without payment Lordstown

Local Schools wishes not to deny meals to our students. Outlined below are the actions the Lordstown Board of Education directs to take place to enforce the meal charge policy.

Purchasing Meals in the Cafeteria

Every student enrolled in Lordstown has a cafeteria account created during the enrollment process. Students will use their Student ID number to access their account and purchase meals in the cafeteria. Money for meal purchases can be prepaid to the student's account electronically at <https://payschoolscentral.com/#/user/login> or by sending cash or check in an envelope, marked with the student name and ID number to your student's cafeteria. Checks should be made out to Lordstown Local Schools with Food Service in memo line. When a student goes through the cafeteria line, we serve them whether they are paying or approved for free or reduced lunch. All families are encouraged to complete the application for a free and reduced lunch program. They are available at either school, the Superintendent's office or on the school's website.

When a student comes through the lunch line we serve them according to this policy unless the parent/guardian has set a purchase restriction on the account. Restrictions must be arranged with the Food Service Office directly at 330-824 2529.

Alternate Meal

Once the charge limit has been reached an alternate meal will be served. Alternated meals will consist of nutritionally equivalent meal components for example: whole grain, choice of fruit, juice and milk at breakfast and a peanut butter and jelly sandwich, choice of fruit, vegetable, and milk at lunch. Food allergies will be accommodated.

Charging Meals in the Cafeteria

Only complete meals can be charged to an account. Meal charges in the cafeteria are to be made in emergency when a student does not have money on their account and/or has forgotten their breakfast or lunch money. Charging a la carte or extra items will not be permitted.

Full Pay and Reduced Status Students

Students in all grade levels will be allowed to charge up to **\$5.00** on their cafeteria account. This covers the cost of breakfast and lunch for one day in case of forgotten money for lunch. Once the charge limit is met an alternate meal will be offered free of charge to the student until the debt is paid in full. All charges made on a student's account, remain the parent's responsibility.

Charge Procedures for Students:

If a student presents to the cashier in the lunch line and has exceeded the charge limit they will be offered an alternate meal which is free.

Adults will also not be permitted to charge beyond a \$5.00 limit.

Collection of Meal Debt

The Lordstown Board of Education sets the following policy for notification and collection of debt.

- 1. Automated phone calls are made weekly notifying you of the student's meal debt, as well as periodic letters to the home and notification from the cashier/food service manager.**
- 2 If the food service manager is unsuccessful at making contact with the parent or guardian the principal/school office will make contact with the parent or guardian.**
- 3. In the event no contact can be made an in-person meeting with parents or guardians will be scheduled with the principal and food service manager to resolve the debt or work out a payment plan.**