

Ozark R-VI School District

Alternate Meal Policy and Procedures

Policy Overview:

The Ozark R-VI School District Nutrition Services Department provides **alternate (courtesy) meals** to students whose meal account balance reaches a **negative \$20.00 or more**.

Important:

Students who have been **approved for free meals** are **exempt** from receiving alternate meals, regardless of account balance, per federal guidelines.

Meal Components:

- **Alternate Breakfast** includes:
 - Muffin or breakfast cake
 - Fruit
 - Carton of milk
 - **Alternate Lunch** includes:
 - Cheese sandwich or grilled cheese
 - Fruit and vegetable
 - Carton of milk
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Distribution Procedures:

Grades K-7:

- **Breakfast:**
 - Distributed **in line on a tray** by the kitchen manager.
- **Lunch:**
 - The student's **name and teacher** will be written on a bag.
 - The meal will be taken to the **school office for distribution**.

Junior High & High School (JH & HS):

- Meals are distributed **by the kitchen manager**.
 - If a student with a negative balance comes through the line with a tray:
 - Be **discreet** and **respectful**.
 - Politely ask the student to return to the kitchen to speak with the manager.
 - The manager will privately explain that a **courtesy meal** is being provided and request the student exchange their tray.
 - **Never discard the original food in front of the student**.
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District Staff Charging Policy:

- **District staff may charge meals up to a negative balance of \$20.00.**
 - **No alternate meals are provided to staff.**
 - **Staff may not charge beyond a -\$20.00 balance.**
 - When a staff member's account reaches - **\$10.00**, notify the **Nutrition Office**.
 - The **Nutrition Office** will contact the staff member to inform them of their balance and encourage payment.
 - **Penmac substitutes and district substitutes are not allowed to charge meals under any circumstances.**
 - **Unpaid staff charges will be automatically deducted from payroll:**
 - Deductions will occur from **January and June paychecks**, or
 - From the **final paycheck** if the staff member is no longer employed at that time.
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Daily Operating Procedures:

1. **Post Deposits:**
 - Ensure all meal account deposits are posted daily.
 2. **Notify Parents:**
 - Call parents/guardians of students with **balances of -\$20.00 or more**.
 - Inform them of the charge limit and that alternate meals will be provided until the balance is under the limit.
 3. **Notify Director:**
 - When a student reaches the charge limit, inform the **Nutrition Services Director**.
 - The director will contact the family to reiterate the situation.
 4. **Ring Meals Correctly:**
 - All alternate meals must be **rung up as a meal** in the point-of-sale system.
 5. **Principal Notification:**
 - After a student receives **10 alternate meals**, the **building principal** will be notified for follow-up.
 6. **Staff Account Monitoring:**
 - Notify the Nutrition Office when a district staff member reaches - **\$10.00**.
 - The office will follow up with the staff member.
 - **Unpaid charges will be deducted** from January and June paychecks or the final available paycheck.
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Reminders:

- **Students approved for free meals must never receive alternate meals.**
- **Staff may not charge beyond -\$20.00 and do not receive alternate meals.**
- **Substitute staff are not permitted to charge meals.**
- **Unpaid staff charges are subject to automatic payroll deduction.**