

Oregon School District - Policies and Guidelines

731 School Lunch Program

- 731.01** Proper nutrition plays an integral part in students' learning environment. Nutrition education is an important component of students' education. The Food Service Director shall oversee District nutrition services and will provide input into the District's overall nutrition curriculum.
- 731.02** The District shall provide students with the opportunity to participate in school breakfast and lunch programs.
- 731.03** The Board of Education will establish breakfast, lunch and milk prices.
- 731.04** Requests for free or reduced prices for meals may be submitted to the Food Service director who will consider such requests under criteria established by the federal government. The Food Service Director will notify the parents of the decision and the decision may be appealed to the Business Manager whose decision will be final.
- 731.05** The District will use an automated meal accounting system to record food service payments and monitor food transactions. Meal fees shall be prepaid. Students with negative balances shall not be provided with meals except as permitted by guidelines established by the Business Manager.
- 731.06** The sale of vended foods in school buildings shall not compete with food provided by the District's breakfast and lunch programs.
- 731.07** This policy will be implemented in accordance with federal and state laws which prohibit discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. Discrimination complaints shall be processed in accordance with established procedures.

Revised: 1/14/91
12/12/94
8/14/95
8/9/2010

731.08 School Lunch Program - Administrative Guidelines

- 731.08.01** The District shall inform parents or guardians of all its students about the availability of reimbursable school meals, the income eligibility guidelines and the application process for free or reduced price school meals.
- 731.08.02** School staff shall work with eligible parents/guardians to ensure they are aware of the free or reduced price school meals application process to prevent eligible parents/guardians from accruing unpaid meal charges. School staff shall reach out to parents/guardians that they know are experiencing a change in financial circumstances, such as a job loss or long-term illness, which may result in a change of eligibility status for free or reduced price school meals.
- 731.08.03** The District shall accept applications for free or reduced price school meals throughout the school year as the District understands that financial circumstances may change.
- 731.08.04** Once a student is approved for free or reduced price school meals, that status remains in effect for the duration of the school year. Students also carry over their eligibility status for 30 school days into the following school year, or until a new eligibility determination is made, whichever occurs first.

731.08.05 The District will provide regular school meals for all students in the food service line who want one. Students who are approved for free school meals shall not be charged for regular school meals. Students who are approved for reduced school meals shall be charged the rate set by the National School Lunch Program. Students who are not approved for free or reduced price school meals shall be charged the cost of the meal as approved by the School Board. All students will be charged for any a la carte items.

731.08.06 When a student purchases a school meal or other food-service item, the general rule is that payment is due at the time of service. However, a student may occasionally wish to receive a school meal or other food-service item that the student does not have enough money to pay for. These situations will normally be handled as follows:

1. The District will provide a regular school meal to all students in the food service line who want a school meal.
2. Students may charge the cost of school meals items after a negative balance if they are already in the food service line.
3. School staff will work out payment arrangements with the parent or guardian.

731.08.07 Parents/Guardians are encouraged to regularly monitor their school lunch account balances. When account balance is less than \$10.00, the parent or guardian shall receive an email notification. (Parents/Guardians are also able to self-select an automatic notification for a different amount through Infinite Campus). When an account balance is negative, the parent or guardian shall receive an email of the amount owed. Payment is due immediately upon notice unless other arrangements are made. If the balance is not paid, school staff will attempt to make telephone contact with the parent or guardian. If that is not successful, school staff may schedule a meeting with the parent or guardian to discuss payment plan options.

731.08.08 As part of its participation in the National School Lunch Program, the District is required to make reasonable efforts to collect unpaid meal charges. If a negative balance still has not been paid after the efforts described above, parents and guardians should be aware of the following:

1. The District will continue to work with the parent or guardian on payment options.
2. The District may restrict the student's ability to purchase a la carte food service items.
3. The District will roll over the unpaid meal balance to the next school year for students who are not approved for free or reduced school meals.

731.08.09 When a student leaves the district or graduates, any amounts left in the student's account shall be transferred to any sibling enrolled in the District. If there are no other siblings in the District, the District shall attempt to contact the student's household to return any funds remaining in the student's account. Households approved for free or reduced school meals must receive a refund. Households not approved for free or reduced school meals may choose to donate the funds remaining in their accounts to the District to cover unpaid meal charges for parents/guardians in need.

731.08.10 For assistance with all issues and questions related to the District's School Meal Program, please contact Sarah Tomasiewicz, School Nutrition Director, at (608) 835-4036 or setomasiewicz@OregonSD.net.

Adopted: August 14, 2017

The Oregon School District is an equal opportunity provider.