

EE Food Services Management (See EBBB)

EE

A director may be hired by the superintendent and approved by the board to oversee the district's food service program.

Sanitation Inspections

The superintendent or designee shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records

The director shall be responsible for keeping food service records required by state and federal laws under regulations.

The director shall be under the direct superintendent and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

Meal Prices

Meal prices shall be approved by the board following all USDA regulations.

Free or Reduced Price Meals

Parents or guardians of students attending schools participating in federal school meal programs will be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced-price meals on or before the start of school each year. Access to this policy will be provided to parents or guardians during open enrollment each year or when newly enrolling with the district.

Unpaid Meal Charges

A charge account for students paying full or reduced price for meals may be established with the district. Full-pay elementary students may charge no more than 5 days of meals, full-pay middle school students no more than 3 days of meals and full-pay high school students no more than 3 days of meals at one time and reduced-price students all levels no more than 5 days without triggering the district's delinquent debt proceedings as outlined in this policy and board policy DP. Charging of a la carte or extra items to this account will not be permitted. Parents are encouraged to monitor their student purchases online

When the charge levels identified in this policy have been met, a student's meal account becomes delinquent. The student will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have delinquent accounts and cannot pay out of pocket for a meal will be offered a regular, reimbursable meal from the cafeteria menu (known as a courtesy meal) at lunch consisting of any meal option available to all students. This meal shall be at no charge to the student and shall be reimbursed to the food service fund by a non-Federal source. Students may receive a limited number of courtesy lunches per semester (5 lunches at elementary, 3 lunches at middle school, 3 lunches at high school). No courtesy meals will be provided at breakfast, but students will be encouraged to visit the building nurse if nourishment is needed.

Parents or guardians of all students will receive low account notifications via email at designated low-balance levels. Negative account notifications are made to all students' parents or guardians via email or phone call. At least one written attempt to contact the parent or guardian will be made before an a courtesy meal is offered to a student and a reminder of the district's charge policy will be provided each time a student receives a courtesy meal.

If a student has exhausted all courtesy meals in a semester and still has a delinquent account, additional meal purchases will be charged to the student's meal account at the normal price (full-pay or reduced). At this point, the school's principal or designee will be notified that the student holds a delinquent account and has exhausted all courtesy meals.

All negative account balances will carryover in the student's account each school year. Attempts to collect the debt from the parent or guardian will continue as long as the student is actively enrolled. If the debt is not repaid upon the student's withdrawal or graduation from the district the debt shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. This debt will be turned over to the superintendent or designee for collection by the district's authorized agency.

Payments for school meals may be made at the school or online through the PowerSchool Parent Portal on the MySchoolBucks tab.

Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will be communicated to all district staff responsible for enforcing any aspect of the policy, a copy of the policy will be posted in district meal services facilities, and the policy will be made available on the district's website and social media accounts. Records of how and when it is communicated to households and staff will be retained.

Availability of Meals on Remote Learning Days Due to Severe Weather

When severe weather or poor road conditions due to ice and/or snow threaten the safety of students, the superintendent may close district schools or designate such days as remote learning days pursuant to policy EBBD. On these days, the superintendent will determine whether the weather and road conditions allow for safe passage of students, staff, and parents for the provision, service, and transportation of school meals to students.

If the superintendent determines it is safe to provide meal service on these days, school meals will be provided, although the manner of provision may be modified by the superintendent. If the superintendent determines that it is not feasible due to safety concerns to provide meal service on such days, notice that school meals will not be available on that day will be provided to

students, parents, and affected staff members. Any alteration of the usual meal service process on these days will be communicated to staff, students, and parents using regular district communication channels.

Approved: 3/4/24

KASB Recommendation - 4/07; 4/16; 4/17; 7/17; 9/21; 6/22