

Gibraltar School District Meal Charging Policy

The purpose of having a meal charging policy is to establish consistent and clear meal account procedures throughout the district. There is a fine line between considering the fiscal integrity of the district and the solvency of the food service program, while also meeting the nutritional needs of students.

GOALS:

- To ensure that students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line.
- To foster clear and positive communication among staff, administrators, teachers, students and the parent/guardian.
- To establish fair practices that can be used consistently throughout the district regarding meal charges and the collection of said charges.

SCOPE OF RESPONSIBILITY:

The Food Service Department:

- Responsible for maintaining meal account records. Robo calls are made to households on Monday evenings when a student has a negative lunch account balance.
- Responsible for providing written documentation of lunch activity when requested and working with households towards a reasonable resolution.
- Responsible for notifying school administration of potential problems and/or repeat offenders.

The Parent/Guardian:

- Responsible for immediate payment.
- Responsible for monitoring lunch activity on ParentConnect.

MEAL ACCOUNTS:

We strongly discourage meal charges, but understand that an occasional emergency, shortage of funds, or forgetfulness may make it necessary. Meal charges are a temporary solution and are not intended to address the broader issue of whether a parent/guardian has an inability to pay for a meal for his/her child. In those instances, an application for Free or Reduced Meal Benefits should be completed. The parent should be reassured that this process will be treated with the utmost of confidentiality.

As a matter of practice, parents/guardians are encouraged to make meal payments in advance. Personal checks and cash deposits are accepted daily at the schools. For convenience, deposits may also be made by credit/debit card by going to www.gibdist.net. Click on "Our District" at the top and follow the MiStar Parent Portal login to the Cafeteria link. Parents/guardians may view their student's lunch account at anytime. Payments can be made for one week, several weeks or even months in advance. The District uses a computerized meal credit system to account for student meals and ala carte sales. All students have personal accounts regardless of their form of payment. The process is the same whether the child is a free, reduced or full pay student. This process maintains the integrity of the child.

Similar to a bank account, each student has a school ID number which stays with them for their duration in the Gibraltar School District. Lunchroom cashiers at the Middle & High Schools level will verbally notify students at the register when their meal account is in the negative.

MEAL CHARGING POLICY:

Although not required by law through the National School Lunch Act or the Healthy Hunger Free Kids Act, limited meal charging will be allowed as a courtesy to families, under the following conditions:

ELEMENTARY SCHOOL STUDENTS:

- Only reimbursable meals may be charged. No ala carte purchases can be charged.
- Students may charge up to the value of \$15.00.
- When a student charges a meal, their meal balance becomes a negative balance. When a student has a negative balance a Robo call is made to the household on Monday evenings indicating the negative balance for the student.
- Immediate repayment is expected for all charged meals and/or meal supplements.
- After the 6th occurrence, students will be provided with a meal supplement (a cheese sandwich, fruit and milk for lunch). Cost of the meal supplement is \$1.00 which will be charged to their account.
- Students are not permitted to purchase ala carte items if they owe any unpaid charges.
- No charging will be permitted 2 weeks prior to the end of the school year.
- All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Payment must be made in full to the Gibraltar School District.

MIDDLE SCHOOL STUDENTS:

- Only reimbursable meals may be charged. No ala carte purchases may be charged.
- Students may charge up to the value of \$20.00.
- Students will be notified verbally at the register when their balance is in the negative.
- When a student charges a meal, their meal balance becomes a negative balance. When a student has a negative balance a Robo call is made to the household on Monday evenings indicating the negative balance for the student.
- Immediate payment is expected for all charged meals.
- After the 6th occurrence, students will be provided with a meal supplement (a cheese sandwich, fruit and milk for lunch). Cost of the meal supplement is \$1.00 which will be charged to their account.
- Students are not permitted to purchase ala carte items if they owe any unpaid charges.
- No charging will be permitted 2 weeks prior to the end of the school year.
- All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Payment must be made in full to the Gibraltar School District.

HIGH SCHOOL STUDENTS:

- Only reimbursable meals may be charged. No ala carte purchases may be charged.
- Students may charge up to the value of \$20.00.
- Students will be notified verbally at the register when their balance is in the negative.
- When a student charges a meal, their meal balance becomes a negative balance. When a student has a negative balance a Robo call is made to the household on Monday evenings indicating the negative balance for the student.
- Immediate payment is expected for all charged meals.
- After the 6th occurrence, students will be provided with a meal supplement (a cheese sandwich, fruit and milk for lunch). Cost of the meal supplement is \$1.00 which will be charged to their account.
- Students are not permitted to purchase ala carte items if they owe any unpaid charges.
- No charging will be permitted 2 weeks prior to the end of the school year.
- All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Payment must be made in full to the Gibraltar School District.