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Food Services Management

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A supervisor may be hired by the board to oversee the district's food service program.

Sanitation Inspections

The supervisor or building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records

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

The supervisor shall be under the direct supervision of the 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 determined by the board.

Free and Reduced Price Meals

Parents or guardians of students attending schools participating in federal school meal programs must 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.

Meal Fees and Payment Process

Payment for meal fees are to be sent to the school secretary in the building your child attends. Fees are to be paid in advance. Parents may check your student's meal balance through your power school login through the school district web site www.usd281.com or by contacting

the building secretary. For your convenience, a monthly payment schedule has been figured for you and is located on the last page of this handbook.

When payment is sent to the school secretary it is the responsibility of the payee to designate the proper amount to the proper student. (Such as writing the amount and to whom the money should be placed on the memo line of the check, a phone call, or a handwritten note.) If the payment is not designated it will be split evenly within that family in the individual school building. Parents with children in two buildings will need to send separate payments to each building for their children.

No student or staff shall be over \$20.00 past due on lunch account balances. If a person reaches a negative balance, written notice will be sent to the household. If the balance falls to negative \$20.00 the student or staff will not be served school lunches until the account is brought up to date and will be considered an unpaid fee.

Fees

Fees shall be determined annually by the board and listed in the Student Handbook. Students qualifying for free meals will have book fees waived. Students qualifying for reduced meals will have a reduced book fee. Any family unable to afford the fee and does not qualify for free meals may submit a Request to Waive Fees to the superintendent who will present it to the board for approval. Fees may be waived or reduced as a result of the request. Any student that has unpaid fees or bills, has not been approved for a waiver, or has not made arrangements for payment may not participate in school activities, including clubs, or extracurricular field trips until all fees and/or bills are paid in full. All textbook fees must be paid by September 1st unless other arrangements have been made with the superintendent. The waiver shall apply to text book and meal fees only and does not provide an exemption for other unpaid bills.

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 also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

Approved: USD 281 Board of Education 1/17

