

PROCEDURE

Clearview Regional BOARD OF EDUCATION

2023/2024 CHARGE LUNCH/BREAKFAST PROCEDURE

The cost of lunch for the 2023/2024 school year is \$3.75 (HS) and \$3.75 (MS). The cost of breakfast in both schools is \$2.00. It is the procedure of the Clearview Regional High School District to allow students to charge a meal on occasion when they have no funds in their account.

Charges

The following procedures will be adhered to:

1. Only breakfast or lunch may be charged (no snacks).
2. When a student's lunch/breakfast account is in arrears, the Food Service Director will send the student's parent or guardian a Free and Reduced-Price School Meals Application and provide notice of a period of 10 school days to pay the full amount due. If payment is not made by the end of the 10 school days, the Food Service Director will again contact the parent or guardian to provide a second notice informing the parent of any action to be taken in response to the student's account being in arrears if the bill is not paid in 5 school days.
3. A parent who receives a second notice that their child's lunch/breakfast bill is in arrears and payment has not been made in full within one week, the parent will be required to meet with the Principal. The Principal will provide the parent with assistance completing the Free and Reduced-Price School Meals Application.

Parents will be encouraged to complete a Free and Reduced-Price School Meals Application, if one is not already on file. If payment in full is not received, the Principal or designee shall again contact the student's parent in writing, weekly, to provide an updated notice that their child's breakfast or lunch bill is in arrears. If the bill is in arrears in excess of \$75, the parents will be required to attend an in-person meeting with the Superintendent or designee, the School Business Administrator or designee, and the Building Principal to address the outstanding balance. Payment in full must be provided by the parent within 10 school days after the meeting.

If the parent refuses or is unable to resolve the matter, the Principal will report the parent's failure to provide lunch for the child to the Department of Children and Families, Division of Child Protection and Permanency, as appropriate. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal.



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Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

4. All charges must be paid in full prior to the end of the school year. For graduating seniors, unpaid balances at the end of the year will be forwarded to the main office and be put on the fine/obligation list for collection. At the end of the 2023/24 school year, parents may contact the Cafeteria Manager with instructions if their child has remaining funds in their account. If no instructions are received, balances under \$6 will be cancelled and balances over \$6 will be refunded to the parent/guardian.

Lunches and/or snacks may be paid for by cash or check to be deposited into the students account. In the event that a check is returned to the district by the bank for insufficient funds, the bank fee assessed to the district will be passed onto the parent/guardian in addition to the amount of the check. If a parent's check is returned by the bank, it may be deducted from their student's account.

In accordance with the provisions of the United States Department of Agriculture, Board Policy 8550, Meal Charges/Outstanding Food Service Bill, shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post the Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

