

Lunch Charge Policy

Approved August 15, 2008

Board Amended: 10.18.12, 3.22.18

Policy Number: 803

- I. General Statement of Policy:
 - A. Proper nutrition is necessary for adequate learning to occur. It is the responsibility of parent/guardian to provide nutritious meals for their children.
 - B. The Food Service program at Spectrum High School is expected to be self-sustaining, showing little profit or loss, including state and federal funds received. The school's general budget will pay any food service debts and absorb any food service profits, unless specific meals are advertised as "fundraising" projects.
 - C. Spectrum High School will make reasonable effort to offer a nutritious lunch at school. Non-affiliated catering service will be contracted to prepare and deliver meals as ordered. Several varieties of milk will be available, including low-fat and chocolate flavored milk in individual serving cartons. Lactose reduced milk will be available for students with a written request by parent/guardian to the Food Service Manager.
 - D. Families may apply for free and reduced price meals anytime during the school year. Applications will be available to all families enrolled at Spectrum High School at the beginning of each school year from the office. Applications will also be available on the school website.

- II. Meal Order and Financial Procedures
 - A. The anticipated menu for a calendar month will be emailed to all families, published on the school website, and available outside the office. It will include a family order form and prices. Orders must be received by the published deadline.
 - B. Prices for meals and milk will be determined based on individual serving costs and general Food Service overhead costs. The Food Service Manager will assist families eligible for free and reduced price meals to determine their cost for meals based on federal regulations.
 - C. Meal orders will be processed by the school's Food Service Manager. Tally sheets, check-off sheets, or other automated or manual systems will be employed to track student use of the lunch program.
 - D. Lunch account purchases and balances will be available for families to view via the Parent Portal through the school's website. Each family will have a log in and password assigned at the beginning of the school year.
 - E. If a student's meal puts their account to a negative balance of more than \$10.00, they will not be allowed to purchase meals or milk until the account has been reconciled and money has been deposited for further purchases. An automated email will be sent to parents/guardians when the account reaches the predetermined threshold.
 - F. In the event of a returned check for non-sufficient funds (NSF) from a lending institution, the family lunch account may receive, at the discretion of the Business Office, a status change to CASH ONLY for the remainder of the current school year. The student lunch purchases will stop immediately until cash is received to reconcile the account. A family is also responsible for paying any NSF fees that are incurred.
 - G. Free or reduced fee lunches will NOT be ordered without the return of the completed monthly order form.
 - H. In the event a balance of \$5 or more remains in an account at the end of the school year, or upon withdrawal from Spectrum, a family may request a refund for the balance.
 - I. If an account balance is \$5 or less, the balance will automatically carry over to the next school year for returning families. If a family is not returning, the school will absorb the \$5 or less balance into the general fund. There will not be a refund.

III. Responsible Parties

A. Food Service Manager responsibilities include the following:

- Maintain a State Food Service Manager certification
- Track milk consumption weekly and order as necessary
- Work with outside caterer to plan menus and order meals
- Work with school administrators to determine serving schedule
- Train and supervise meal servers
- Assure compliance with health and safety requirements
- Collect/compile lunch order forms
- Compile daily count of served meals
- Work with the Business Office to complete financial accounting for school meals and ensure submission to the Minnesota Department of Education
- Process lunch and ala carte purchases to a family account
- Process and record family meal payments
- Record and compile deposit of funds
- Notify families via email of account balances

In the event that policies adopted by the School are in conflict with then applicable Minnesota law, the provisions of the law will apply.