

FOOD SERVICE MANAGEMENT

Students in the Independence Public School shall have an opportunity to participate in school lunch, breakfast, and milk programs. The District Administrator, or designee, in accordance with established guidelines shall administer these programs.

The Board shall establish food service prices annually. In accordance with Federal guidelines, the District shall offer free and reduced price food services to students who qualify.

Vending machines may be installed in the school when approved by the Board.

The School District shall not discriminate in school-sponsored food service programs on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

A. Collection Procedures

- 1) Students in grades PreK-12 will be issued laminated cards or given a number. Moneys paid on behalf of the student will be recorded to the family account.
- 2) Account notifications will be given to the parents as follows:
 - a) Every family will received an itemized statement at month end.
 - b) When an account balance falls below \$10.00, a notification statement will be given to a family member.
 - c) When an account balance reaches or falls below \$10.00, notification will be made by phone if possible, or by a letter advising the parent of the account balance. When account balances are -\$10.00 to -\$50.00, elementary, middle and high school students will be given and charged for cold lunch only (No hot lunch will be provided). When the account balance exceeds -\$50.00, elementary, middle and high school students will not be allowed to eat.
 - d) When an account is found delinquent in excess of \$100.00, administration will use the legal process through small claims court after a final attempt is made to collect directly from the family.

B. Refunds

- 1) Students that leave the District or graduate and do not have siblings in the District, that have a balance of \$5.00 or more in their account will be issued a refund for the remaining balance. The refund will be send to the last known address of the family. Accounts that have balances of \$5.00 or less at the end of the year will not be refunded.
- 2) Balances of returning students will be rolled over to the succeeding year family account.

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Revised July 13, 2016

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