

**NORTH PENN SCHOOL DISTRICT**  
**School Board Policy**

**5143 (a)**

**STUDENT**

**Reference: Administrative Regulation 5143**

**Elementary and Secondary**

**School Nutrition Service – Family Fiscal Responsibility**

The purpose of the policy is to insure compliance with all related state and federal reporting requirements for the School Nutrition Service (SNS) program and to provide oversight and accountability for the collection of outstanding student meal balances. This includes addressing negative school meal account balances (meal charges); bounced check fees and school meal accounts with credit balances.

SNS aims to implement an enforceable and effective meal charge procedure that treats students with respect and dignity, maintains a positive experience for students during lunch service, establishes age appropriate practices, and promotes parent responsibility for meal payments and self-responsibility of the student.

It is the parent's responsibility to read and understand all communications regarding the school meal program related to procedures for applying for free/reduced meals, school meal charges, negative school meal account balances, bounced check fees and credit balances for students leaving the district or graduating.

The following outlines the school meal charge policy:

Regardless of whether a student has money to pay for a school meal or owes money for school meals, the school shall provide a school food program meal to a student who requests one, unless the student's parent or guardian has specifically provided a written directive to the school to withhold a school meal. The cost of the school food program meal shall be charged to the student's account. Students will not be permitted to charge ala carte items. After five (5) or more meals (combination of breakfast and lunch) have been charged, SNS will notify families to let the parent/guardian know that their student has charged meals against their account and should send payment to the cafeteria. Communications regarding money owed by a student for school meals shall be directed to the student's parent or guardian and not the student. These communications may occur by means of a letter addressed to the parent or guardian that is delivered by the student. In an effort to ensure all students have access, SNS will review hardship information with the school principal and guidance counselors annually. Any negative balance left at the end of the school year will be considered an obligation as defined in the NPSD student handbook.

Insufficient Funds Fee

School Nutrition Services will charge a fee to the student meal account for returned personal checks or returned ACH transactions. If there are two (2) returned checks in a school year, only cash or certified check will be accepted as payment to the student account.

Continued

Credit Balances

School Nutrition Services automatically reimburses all credit balances over \$10.00 to seniors who have graduated. The reimbursements are issued in July and August. Parents/Guardians can request reimbursement in writing at any time during the school year. Credit balances under \$10.00 may be transferred to another student account upon request.

Prohibited Activities

The Board hereby prohibits NPSD schools from engaging in the following activities:

- Publicly identifying or stigmatizing a student who cannot pay for a school meal or who owes money for school meals.
- Requiring a student who cannot pay for a school meal to perform chores or other work to pay for the school meal.
- Requiring a student to discard a school meal after it was served to the student due to the student's inability to pay for the school meal or the amount of money owed by the student for earlier school meals.

Policy:

Adopted: August 2013  
Amended: July 17, 2014  
Amended: September 2015  
Amended: March 15, 2018

BOARD POLICY 5143  
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