

## **GRAND COULEE DAM SCHOOL DISTRICT MEAL CHARGE POLICY**

### **Meal Charge Policy**

In accordance with state and federal law, the Grand Coulee Dam School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program. A copy of this policy is mailed to households in August with the current "Household Application for free and reduced-price meals", posted on the district webpage, and a copy in staff mailboxes.

### **Negative Account Balances**

Student balance may be tracked in the Skyward Family Access. The school district will make reasonable efforts to notify families when meal account balances are low. Families will be notified by email or letter of outstanding negative balances. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. 8<sup>th</sup> grade and senior students will not be allowed to participate in the recognition and/or graduation ceremonies, if they have outstanding negative balances. Other students will not be allowed to check-out at the end of the year or receive final grades if they have outstanding negative balances and access to Skyward by family is locked. Negative balances not paid at the end of the year will be turned over to the superintendent or superintendent's designee for collection.

The Grand Coulee Dam School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, religion, creed national origin, age, honorably-discharged veteran or military status, gender, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. This holds true for all district employment opportunities, education opportunities and treatment of all students and staff in all aspects of the academic and activities programs.

**Meal Claiming/Meal Counts by Eligibility Category**

Meals are always claimed the day they are served. Meals are identified as reimbursable by staff at the end of the serving line. If a student does not have enough components to count as a reimbursable meal, the staff will ask the student to go back and get another item. Student eligibility categories are determined by the districts eligibility officials. The student category is then uploaded to the districts Skyward Program and automatically goes to the appropriate school. Meals served are tallied by eligibility category and totaled by the Skyward computer program.

**Field Trips**

A student roster will be included with the sack lunches on days of field trips. A student roster must be checked off by staff as the meals (sack lunches) are served (handed out) on a field trip. This list will then be returned to the office where the Food Service Monitor will enter the meals served. The rosters will be attached to the daily activity reports.

**Student and Adult Visitors**

A child and adult visitor account has been set up in the Skyward Program. Visitors can pay in either school office prior to eating and will receive a receipt stating the purchase of a visitor meal, which they will show to the Food Service Monitor when they go through the meal line. Adults will be charged the same as staff members, currently \$2.75 for breakfast and \$4.15 for lunch, children will be charged the same as a student meal, currently \$2.25 for breakfast and \$3.25 (Jr/Sr High) and \$2.95 (Elementary) for lunch.

**Reports and Deposit Process**

Students, staff and visitors will pay for meals in their school office. Secretaries at each school will take money and give a receipt for each payment. Students, Staff and visitors at the Jr/Sr High may pay for meals at the lunch meal line (if they have the correct change) in which they will also receive a receipt for each payment.

### **Offer vs. Serve**

Offer vs. serve is in effect at the Jr/Sr High School. A reimbursable meal consists of at least three of the mandatory components. "Serve only" is in effect at the Elementary school.

### **Communication of Meal Charge Policy**

The policy will be communicated to families and guardians through mailing at the beginning of each school year with the "household application for free and reduced-price meals", posted on the website, and a copy is available in the office. This policy will be emailed to all school employees and district staff.

### **Free and Reduced Processing**

All free and reduced applications are being processed at the Elementary office. All applications will be date stamped and this date will be used as the effective date for all processed applications. The district has 10 days to process the application from the date the application is received. The effective date for directly certified students will be the eligibility date listed from the OSPI website. A determination letter will be sent to families. Most applications will be processed in 2-3 working days depending on the workload. Students' lunch status will have a 30-day carryover from the previous year. Students from Nespelem, which is a Provision (CEP) School, will also be allowed the 30-day carryover.

### **Procedure for Power Outage/Computer Down**

A roster of all student names and key pad numbers is in each Food Service Monitors binder and should be used to check off students as they proceed through the food service line. The monitor should always have a pen and notepad at their station to write names and pin numbers should a student not be on the roster. Rosters used during computer failure will be entered into Skyward as soon as possible and attached to the food service daily activity report.

### **End of year Closing Procedures**

Senior students with a positive balance on their account will be refunded that balance or the balance transferred to a sibling. Younger students' positive balances will carry over to the following year. Any student with a negative balance need to settle the account before they checkout for the school year. If they are unable to settle the account, report cards will be held at the district office pending payment. Skyward access is also turned off.

### **Special Nutritional Needs Request**

Grand Coulee Dam School District adheres to the National School Lunch Program/School Breakfast Program Meal Substitutions for Students with Disabilities or Medical or Other Special Dietary Needs Guidelines. Under current regulations, a disability is defined as an impairment which substantially limits a major life activity, which can include allergies and digestive conditions, but does not include personal diet preferences. LEAs are required to make reasonable modifications to meals, to accommodate

disabilities which restrict a child's diet. **Requests for meal modification must be signed by a State-recognized medical authority.** At the beginning of the school year, the school nurse sends home a student health history form for parents to fill out. If any food allergies are noted, the school nurse will contact the parent/guardian to find out the needs of the child and request a diet order from the child's physician or other State Recognized Medical Authority. A copy of the diet order is kept in the current year Food Service Program binder in the kitchen and with the school nurse. A picture of the child along with the allergy, food that may be substituted, and grade level will be posted in the cafeteria where the child is fed PRIOR to the child receiving any school meals. Diet orders do not carry over year to year and need to be renewed each school year by the school nurse.

**Grand Coulee Dam School District**

Adoption Date: **September 2010**

Revised: **12.17; 5.19; 9.20**

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