

FOOD SERVICE AUTOMATED SYSTEM POLICY

Students in the District shall have an opportunity to participate in the federally funded National School Breakfast Program (NSBP), the National School Lunch Program (NSLP) and the Wisconsin School Day Milk Program (WSDMP). All of these programs allow students to participate by paying for these services, or for those who qualify, they can receive these services for free or reduced price. The business manager for the school district or designee shall manage the programs in accordance with the USDA guidelines.

District meal and milk prices shall be established by the Board. In addition to the NSLP, NSBP and WSDMP the Food Service Department may offer ala carte food sales to students and staff and/or to community members for special events within the District.

Non-students will not be allowed to charge meals. If the account balance is not paid in full, any monies received will be applied to the unpaid balance.

If after exceeding the courtesy limit as established by this policy, the parents and/or guardians continue to fail to provide the student(s) with a sack lunch or lunch money, District personnel may be asked to intercede on behalf of the student(s) by contacting the appropriate agencies.

Students will not be allowed to charge meals during the last 10 days of the school year. All outstanding balances must be paid by the final day of student attendance in the current school year.

The deadline to deposit money into lunch accounts for the day will be set at 11:00 am to allow food service personal to post the amount to the account and to avoid delays in preparation for serving lunch. All money deposited after this deadline will not show up until the next school day; unless an exception is made based on one of the scenarios below:

1. If a student does not have money in their account, but has money to deposit when standing at the register to check out; the student will be sent to the supervisor in the lunchroom – they will direct this student to the office to deposit the money. The Business Manager or secretary will then deposit the money and the student will receive a receipt. The student can come back to the lunchroom to eat when the deposit is made.
2. If a student brings money to be deposited after 11:00 am, the student will be sent to deposit the money in the main office and will be given a receipt.
3. At the end of the school day when the PJH/HS student(s) has/have gone into a negative account balance, the student will be called to the Office to make a phone call home to let their parent know money needs to be deposited in the lunch account. A Dojo message will be sent to PES students that have a negative balance. If the negative balance continues a second day, the same process will be followed. After two (2) days of meals and phone calls/Dojo messages home, the principal or designee will make phone contact with parent. Regular calls will be made home until the balance is paid. If extenuating circumstances exist, the parent/guardian of the student(s) must contact the school office to make arrangements to pay off the Food Services account.

Legal Ref.: 120.10(6) Wisconsin Statutes
120.12(1) Wisconsin Statutes

Cross Ref.: 760 – Food Service Program

APPROVED: August 8, 1994
August 18, 2008
August 17, 2009
September 16, 2013
March 20, 2017
August 21, 2017
May 14, 2018
DECEMBER 17, 2018