

534 SCHOOL MEALS POLICY

I. PURPOSE

- A. The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. All a la carte items or second meal purchases are to be prepaid before meal service begins. Check and cash deposits can be received at the individual student's school and with the District Office. Checks should be made payable to the Zumbrota-Mazeppa School District. Online payments can be made through Infinite Campus Parent Portal.
 - i. To ensure credit to the proper account, the student's full name and lunch account number should be written on the check memo line.
 - ii. If sending cash with a student, place it in a sealed envelope, along with the student's name and lunch account number. *We are not responsible for lost, unidentified, or stolen cash.*
 - iii. If a parent or guardian chooses to send in one payment that is to be divided between sibling's accounts, the parent or guardian must specify how the funds are to be distributed to the students' account. Funds may not be transferred between sibling accounts unless written permission or phone call to food service director is received.
- B. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- C. When a student has a negative account balance, the student will not be allowed to charge for a second meal or a la carte purchase.
- D. A Point of Sale (POS) software system is used for the school lunch program.
 - i. Each student will have his/her own individual Student Account and will have an individual account number.
 - ii. We cannot make change for cash at the schools so please utilize the lunch account for all purchases.

- iii. Parents/guardians can check their account balance by creating a login through the Infinite Campus Parent

III. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$100, not paid prior to the end of the school year, will be turned to the superintendent or superintendent's designee for collection.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to unpaid student meal balance.

IV. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back to school packet, student handbook, etc.) to:
 - i. All households at or before the start of each school year;
 - ii. Students and families who transfer into the school district, at the time of enrollment; and
 - iii. All school district personnel who are responsible for enforcing this policy.
- B. The school district will post the policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.