



Payment for Meals / Meal Policy 2017-2018

Kirkwood Elementary School District has put in place the following policy for meal payments. All families will receive a copy of these policies in their child's beginning of the school year packet, it is also posted on the Kirkwood website.

1. Purpose/Policy

- To treat students with dignity and respect in the serving line regarding meal accounts
- To establish policies for outstanding balances
- To encourage parent/guardian to assume responsibility for meal payments and promote self-responsibility of student
- To establish a clear and consistent policy regarding charges and collection of charges

2. Scope of Responsibility

The District encourages students to not charge more than 5 days (\$15.00). After 5 days, he/she will need to bring a lunch or call home for parent to bring a lunch. The District will always provide a reimbursable meal to a student if needed. If the child is full pay for meals, the following procedures for unpaid meals will be followed:

The District Will:

- Encourage parents to send lunch money daily or pre-pay in the school office.
- Contact the parents by phone call, an email and/or a text when account goes negative.
- Send home a letter every Friday for students with negative balances.
- If an account reaches a negative balance of \$50, the CBO/Superintendent will call to discuss payment, payment plan, or offer assistance in the free and reduced lunch program.
- If payment is not made, the district may withhold report cards, yearbooks, and if in 8th grade, student may not participate in graduation ceremonies.

The Parent Will:

- Make immediate payment
- Contact the CBO/Superintendent to set-up a meeting to discuss options, including getting assistance filling out an application for free-reduced lunch.

(The USDA and Kirkwood Elementary School District are equal opportunity providers and employers)