

## **GILFORD SCHOOL DISTRICT FOOD SERVICE CHARGING POLICY**

The Gilford School District realizes that the primary responsibility of the Food Service Department is to provide nutritious meals to all students, and to do so in a financially responsible manner. A major component in realizing this goal is that the families in the District have the responsibility of keeping their student's lunch account in good standings.

Low balance statements will be sent home via email or with students on a weekly basis. Parents are encouraged to monitor their child's lunch account by going to [myschoolbucks.com](http://myschoolbucks.com). They may also call the Food Service Director (524-7146 x 442) or the Kitchen Manager of each school. Students may also check his/her balance as they go through the serving line during lunch.

When a student's account reaches the point of owing the amount equal to two full price lunches, an email will be sent home informing the parent that their child is approaching the charge limit of three full price lunches. If there is not a valid email address on file, the Food Service Director will contact the family by telephone. When a student's account reaches a negative balance equal to the value of three full price lunches, the student will receive alternate breakfast and lunch meals of the district's choosing, that meet USDA nutritional guidelines. The student will be charged the same price for this alternate meal as the established meal price.

When a student's account reaches a negative balance of \$20.00, a letter will be generated and sent from the building Principal. If any individual student lunch account should reach a negative balance of \$ 50.00, the District reserves the right to pursue legal action up to and including filing in small claims court.

### **Charging of a la carte items at Gilford Middle and High School:**

If any student has a negative balance, or their account will be placed in the negative by the purchase of an a la carte item, they will not be able to purchase that item or any other a la carte items until their account is brought into good standing.

### **Outstanding balances at the end of the school year**

At the end of each school year the food service director shall provide a list of the negative balances from each school to the respective principal. At that time the debt will become the responsibility of the school to collect and payment will be made from the school to the food service department.

The cost of any meals that were wasted due to the enforcement of the district's charging policy shall also be charged to the respective schools at the end of the school year.

**(Adopted: 12/02/2013)**

**(Revised: 1/6/2014, 11/3/2014, 5/1/2017)**