

# MEAL CHARGING POLICY

## Union Hill Elementary School District

### I. PURPOSE

- a. The purpose of this policy is to establish consistent meal account procedures for Union Hill Elementary School District.

### II. GENERAL STATEMENT OF POLICY

- a. Union Hill Elementary School recognizes the parents'/guardians' responsibility to provide lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- b. It is the policy of Union Hill Elementary School District to offer lunch. Grass Valley Central Kitchen, which provides the meals served, strives to produce quality meals at a reasonable cost.
- c. Students may purchase meals when funds have been deposited into their student accounts by cash, check, or electronic payments through the PowerSchool Parent portal.
- d. Households may apply for free/reduced meals anytime during the school year. Applications are sent home with students on the first day of school. In addition, applications are available at Union Hill Elementary School and Bearcat School office, or on the District website at <http://unionhillschooldistrict.org>

### III. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS

- a. The parent/guardian will be notified when the student's account is at a negative balance.
- b. The method for notifying the parent/guardian of children in grades K-8 with a negative balance will be by automated phone call from the school messenger notification system.
- c. If the student's account is less than adequate to pay for lunch, a notice is sent home with the student and the student will be allowed to charge no more than two (2) days of school lunches. The student will receive a provisional meal if necessary; this meal will be determined by the School Site Principal.
- d. If the account is not paid or a payment plan has not been set up after these two (2) days, parents are notified to send a lunch and beverage for the child.
- e. If a student is not eating due to inability to pay, the site principal and/or school guidance counselor will investigate the situation and contact the household and review with them their responsibility to provide meals for their student.