**School Lunch Balance Policy**

**Purpose:**

The Purpose of the following policy is, (1) to permit the orderly establishment of consistent practices regarding charges and collection of charges. (2) to provide adequate communication among staff, administrators, teachers, students and parent/guardian. (3) to establish fair practices that can be used throughout the school. (4) to ensure that all students have a healthy meal and that no child goes hungry. (5) to treat all students with dignity and confidentiality in the serving line regarding meal accounts. (6) to encourage parent/guardian to assume the responsibility of meal payments and to promote self – responsibility of the student.

# Definitions:

*Fee* means any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. Admission fees, transportation charges, and similar payments to third parties are fees if the charges are made in connection with an activity or function sponsored by or through Odyssey Charter School (OCS). For the purposes of this policy, charges related to the National School Lunch Program (NSLP) are not fees. *Provision in Lieu of Fee Waiver* means an alternative to fee payment and waiver of fee payment. A plan under which fees are paid in installments or under some other delayed payment arrangement is not a waiver or provision In lieu of fee waiver. *Student Supplies* means items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in questions and have a high probability or regular use in other than OCS sponsored activities. The term includes pencils, papers, notebooks, crayons, scissors, basic clothing for healthy lifestyle classes, and similar personal or consumable items over which a student retains ownership. *Optional Project* means a project chosen and retained by a student in lieu of meaningful and productive project otherwise available to the student which would require only school-supplied materials. *Textbooks* means books, workbooks, and materials similar in function which are required for participation in a course of instruction. *Waiver* means release from the requirement of payment of a fee and from any provision in lieu of fee payment.

# Standards:

1. An email will be sent to parent/guardians each week for any accounts that are in the negative.
2. If the account is in arrears more than $10.00 the Child Nutrition Director will call and ask for payments or try and arrange a payment plan, while encouraging them to apply for free/reduced meals if the family qualifies.
3. Further collection efforts will be determined on a case by case basis by the administration.
4. OCS’s policy is that no child will ever be denied a meal.
5. Students will not be asked to call home regarding negative lunch balances, the calls will be made by the Child Nutrition Director, the business manager, or the Director.
6. If an account has a positive balance at the end of the year, it will roll it into the next school year. If families would like positive balances returned the request needs to be in writing.
7. One July 1 of each year any positive balance left by students who have withdrawn or advanced from OCS will be used to reduce the balance of other children’s lunch debts.