

2.4 LUNCH & MEAL CHARGE POLICY

Vanguard Academy participates in the National School Lunch Program and provides catered lunches for purchase by students and staff. If other lunch options become available, the school will communicate to parents specially arranged optional lunch services and menus as well as the associated costs.

Students may bring their own lunch and drink from home daily. In order to maximize the school's learning environment, families are encouraged to pack healthy foods and to minimize snack and dessert foods. Drinks should also be healthy and low in sugar, such as milk, water, or natural fruit juice. **Soda, drinks that stain (e.g. red, orange, or purple punch), and gum are not allowed on campus.** Vanguard's Wellness Policy should be followed in packing a lunch from home. In accordance with Health Department rules, students may not trade lunches or individual items for the safety of students with allergies.

All food shall be consumed in the designated areas as specified by administration. Students are expected to behave politely and converse quietly while eating lunch. No shouting, horseplay, or food throwing is allowed. Students who do not follow these guidelines will be subject to established discipline policy. Each student will be responsible to leave his/her eating space neat and clean. Prior to students leaving the lunchroom, the students are expected to ensure that no food or garbage has been left on the table or the floor.

Families who have children with special dietary needs, such as a food intolerance or food allergies, should notify the school of such conditions. The school will work with the family and then make a determination as to how to accommodate that child's individual needs. The school will put forth its best efforts to mitigate possible risks associated with the condition.

Vanguard meets the minimum requirements and standards for all foods and beverages sold in school during the school day.

MEAL CHARGE POLICY

Purpose: The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, students and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

Scope of Responsibility:

- The Food Service Manager, Business Manager, and Assistant Director: responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Immediate Payment

Description:

1. Families are encouraged to apply for free and reduce price meal benefits. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduce price meal benefits.
2. Families are encouraged to pre-pay for meals and money is accepted in the school office daily for payments on the day of service. Written notification of prepayment options occurs annually, is given to each new transfer student, is posted on the school website, and is included in the student handbook.
3. Annually, families will be notified of the school Meal Charge Policy in writing and with each new transfer student. The policy will also be posted on the school website.
4. Parents/Guardians will be given a notice of unpaid meal balance at Parent Teachers Conferences quarterly.
 - Calls on delinquent accounts are made on a monthly basis to try to collect payments.
 - No charging allowed for any graduating high school student beginning April until the end of the school year.
 - All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.
 - If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. Vanguard may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
 - Vanguard will establish long-term payment plans for households struggling to pay back a negative balance. Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collection efforts may continue into the new school year. This allows Vanguard to work with individual families to establish longer repayment plans and to continue pursuing collection efforts when children change schools outside of the school district. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt."

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