

Unpaid Meal Charge and Debt Collection

I. Purpose

The purpose of this policy is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

II. General Statement of Policy

- A. St. Paul's Lutheran School's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.
- B. It is the policy of St. Paul's Lutheran School to offer lunch meals that meet state and federal guidelines.
- C. Hot lunch bills will be sent home at the beginning of the month with the cost of the meals for that month.
- D. Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the district prior to the student's first day of classes. In addition, applications are available at St. Paul's Lutheran Church office from 7:30 AM – 4:00 PM Monday – Friday. If household income or size change, families can apply for meal benefits anytime during the school year.

III. Charge Policy

- I. If the student or family has insufficient funds to pay for lunch meals students in our school will always be given a meal.
- II. Students eligible for free or reduced-price meals will always be served a meal regardless of unpaid food accounts. When a student eligible for PAID meals has 'cash in hand' to pay for a meal, the student will be served a meal regardless of unpaid foodservice accounts. The "cash in hand" will not be applied towards past due accounts.

IV. Notification of Account Status

Families can contact the office for account balances.

Students will be given a verbal reminder in the meal service line.

The student/family will be notified when the account has a balance of \$ 0.00

An email reminder is sent to parents requesting a payment when student accounts do not have adequate funds.

A second request for payment is sent if parents have not responded to the first request.

V. Collection of Unpaid Meal Debt

When the student meal balance is \$ 0.00, the following collection actions will be taken:

Elementary: The St. Paul's Lutheran School will contact the household to request payment.

The expectation is all fees owed to the district will be paid in full on the last day the student will be attending classes.

- Source: St. Paul's Lutheran School
- Reviewed: (Date) _____ July 11, 2017 _____
- Approved: (Date) _____ July 11, 2017 _____

St. Paul's Lutheran School & Daycare Wellness, Physical Education and Nutrition Policy

- III. Purpose The purpose of this policy is to assure that our school environment promotes and protects students' health, well-being and the ability to learn by supporting healthy eating and physical activity.
- IV. School Health Committee The school's health committee will have seven (7) members. The committee will consist of a representative of the teaching staff, the school principal, a parent representative, a representative of the school lunch program, other members of the congregation who have expertise in these areas, a representative of the school board and a student representative. This committee will develop, implement, monitor and review nutrition and physical activity policies.
- V. General Statement of Policy
 - A. Since our bodies are created by God (Genesis 1:27) and are the earthly dwelling place of His Holy Spirit (I Corinthians 6:19) and since we are not our own, but are bought with a price (I Corinthians 6:20), all health and wellness policies of St. Paul's Lutheran School & Daycare will

reflect a high respect for life and for healthy bodies as a gift from God.

- B. The school recognizes that nutrition education and physical education are essential components in the educational process and that good health fosters student attendance and performance.
- C. The school environment should promote and protect students' health, well-being and ability to learn by encouraging healthy eating and physical activity.
- D. Children will have access to healthy foods.
- E. All students in grades K-8 will have opportunities, support and encouragement to be physically active on a regular basis.
- F. The school will participate in the National School Lunch Program.

VI. Guidelines

A. Food and Beverages

1. Meals served through the National School Lunch Program will be appealing and attractive to children. The meals will be served in a clean and pleasant setting. They will meet the nutrition requirements established by local, state and federal statutes and regulations. A variety of fruits, vegetable and whole grain served to students daily.
2. A qualified staff person will administer the program and have proper certification and training as a food manager.
3. The school will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced school lunches.
4. The school will provide students with access to hand washing before they eat their meals or snacks.
5. The school will make every effort to provide the students with sufficient time to eat after sitting down for the school meal.
6. Milk - 1% or skim will be offered at snack and meal time.
7. Pop is not allowed at any time.

B. Health and Nutrition Education

1. The teaching staff will engage in nutrition promotion in other subject areas where appropriate.
2. The school will provide the students with dental education, proper hand washing procedures, and personal safety programs.
3. The middle grades will learn about winter survival skills.
4. The Martin County Sheriff's Office, in partnership with the National Child Safety Council, will annually educate students about the consequences of drug and alcohol use.
5. The school will encourage all students to make age appropriate healthy selections of food and beverages.
6. Sex education will be provided annually by the school nurse for grade 5.

C. Physical Education

1. At least three 30 minute periods of physical education class will be offered to all grades each week.
2. The physical education curriculum will be sequential for grades K-8.
3. Noon recess will be held for at least 20 minutes each day. At all recess periods the students will be encouraged to be actively engaged in physical activity.

D. Communication with Parents

1. The school recognizes that parents or guardians have the primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school encourages parents to pack healthy lunches and snacks.
4. Through the school newsletter, information will be provided about physical activity opportunities and information about items that will promote physical and nutritional education and improve the well-being of children. The school nurse, teaching staff, or hot lunch staff may help provide this information.

V. Implementing and Monitoring A. The policy will be approved and reviewed by the Board of Education. B. The food manager will ensure compliance for the school lunch program. C. The principal and teaching staff will ensure compliance with the wellness policy and provide an annual report to the Board of Education. Goals

1. The school will implement a health curriculum in all grades. This curriculum will be sequential and reviewed regularly.
2. The school will promote health and nutrition awareness with parents, staff and students through publications and

curriculum areas.