

## Alternate Meal Procedures

The policy of the Ozark R-VI School District allows the Nutrition Services Department to serve an alternate meal to any K-7 student with a negative meal account balance of \$14.00 or more. The limit at the JH and HS will be the value of two lunches.

Federal guidelines exempt students who have been approved for free meals from receiving the alternate meal regardless of their negative account balance.

The following guidelines are to be used for grades K-7 before serving an alternate meal at lunch:

- a. Post all deposits to student accounts.
- b. Make phone calls daily to parents of all students owing \$10.00 or more letting them know our charge limit is \$14.00 and that once that limit has been met a courtesy meal will be served until the account is under \$14.00.
- c. Once a student reaches the \$14.00 limit, notify director. The director will call the parents and let them know a courtesy meal will be served if no money is received prior to lunch.
- d. Alternate meals are to be rung up under the a la carte menu as an alternate meal.
- e. Once a student has been served an alternate meal ten times the principal at the building will be notified.

The following guidelines are to be used for grades 8-12 before serving an alternate meal at lunch:

- a. Post all deposits to student accounts.
- b. Inform students of their account balance daily once it reaches \$5.00.
- c. Students are allowed to charge the price of two meals.
- d. E-Mail and call parents when a student balance goes into the negative.
- e. Notify director once a student has been served an alternate meal three times consecutively.
- f. Alternate meals are to be rung up under the a la carte menu as an alternate meal.
- g. Once a student has been served an alternate meal ten times the principal at the building will be notified.

Alternate meals consist of a cheese sandwich and a carton of milk.

Alternate meals will be distributed as indicated:

**K-7** Write student name and teacher on bag. Take to the office to be distributed to students.

**JH & HS** Lunches will be distributed by the kitchen manager. If the student comes through the line with a tray, be discreet as not to embarrass the student. Politely, ask them to return to the kitchen and speak with the manager. The manager will explain, away from others, that they have a courtesy meal being provided and they need to exchange the tray for the courtesy meal. Never discard the food in front of the student.

**Students approved for free meals never receive an alternate meal!**