

**Business and Instructional Support Operations**  
**STUDENT NUTRITION SERVICES CHARGE POLICY**

AR 3550

To ensure that all students have access to healthy school meals and to be good financial stewards, KPBSD Student Nutrition has instituted a charge policy. This policy has as its guiding principle the belief that every student deserves a nutritious meal but that ultimately it is the parent/guardian's responsibility to provide one unless the family qualifies for the free lunch program. To that end the charge policy is as follows:

**All schools and all grade levels:** The Student Nutrition department will extend credit to students without lunch or meal money. If funds are not received after two meal charges and the student account has no money, the school office or administrator will call the student's parent for direction before any subsequent meals are charged. No a la carte items or second meals may be charged. A la carte purchases may not be made with cash until the negative balance is repaid.

**Adults/Teachers:** Charges will not be allowed for a la carte or meal items.

**Collection Procedures:** Charges will be applied to a special meal account at each school. Money received from a parent/student with an outstanding charge will be applied toward the meal account first and the balance remaining will be applied to the student's account. Remaining funds and outstanding charges will be carried over to the following school year.

**Parents/Guardians:** It is ultimately the parent/guardian responsibility to monitor their student's account and be proactive in replenishing funds as needed.

Student Nutrition encourages parents to prepay for meals and put money on their child's account at <https://kpbsd.revtrak.net/Food-Service-Payments/>. Money will be accepted at a student's school office or kitchen, preferably in the morning, to allow funds to be applied to the student's account before the meal period.

**Options available to parents on PowerSchool:** Sign up for automatic emails

1. *Preferences > Email Notification > Check "Balance Alert"*
2. *Simply view the Lunch Planner screen to see the Current Balance and transaction history*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 12/4/2017**  
**Reviewed: 05/06/19**