

<p style="text-align: center;">Saint Helens School District 502</p>
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Code: **EFF**
Adopted: 2/25/02
Readopted: 5/14/07
Orig. Code(s): EFF

Handling Lost, Stolen and Misused Meal Tickets

This policy sets forth the procedure for reissuing lost, stolen and misused meal tickets. In this policy, the term “ticket” refers to any and all forms of exchange used in the schools’ food service collection system, including daily, weekly, or monthly paper tickets, cards, coins or tokens. When handling instances of missing tickets, schools need not actually issue a replacement ticket if appropriate meal arrangements, such as accompanying the student through the cafeteria line, are made.

Parents and students must be advised in writing of the school’s policy regarding missing meal tickets and of the students’ corresponding responsibility for their tickets. Such notice shall be provided at the time applications are distributed to households or upon approval for free or reduced-price benefits.

A minimum of three ticket replacements, or special meal arrangements resulting from three lost or stolen tickets, must be allowed each student within each school year.

The school must maintain a list of students who have reported missing original ticket(s) in the current school year and the number of occurrences for each student. Prior to denying a meal to any student without a ticket, the list should always be reviewed to determine if the student has already had at least three ticket replacements or special meal arrangements for lost or stolen tickets within that school year.

At least one advance written warning must be given to the student and the parent(s) prior to refusal to allow additional meals or ticket replacements. The written warning must include an explanation that the next time the student fails to have a ticket, he/she will be expected to either bring lunch or pay full price for lunch.

Meals must always be provided to elementary and young primary students or for any students with disabilities who may be unable to take full responsibility for a meal ticket.

In cases of repeated ticket loss or misuse, school administrators may wish to contact an adult household member to arrange a meeting to discuss the problem.

This policy will be published for student, staff and parent information.

END OF POLICY

Legal Reference(s):

FNS Instruction 765-7 Revision 2, Department of Agriculture.