School Meal Policy

Policy Number: 6201

I. Purpose

The Summit Academy Board of Trustees has established general guidelines and standards to align with the National Federal school lunch program. Pricing policies for school meals are determined at the local level including decisions about whether or not to extend credit to parents who do not have lunch money in their student accounts or whether or not to provide alternate meals to such students. It is the parent's responsibility to ensure that their child has money in his or her meal account

II. Policy

The purpose of this policy is to explain how Summit Academy will notify parents about money owed for student meals; of the school's procedures for providing meals if students' accounts are delinquent; and to assure and remind parents and school employees that students will never be confronted or embarrassed about money owed for school meals.

A. A school meal consists of a main meal (hot or sandwich), a choice of one drink (milk, juice, or water), and a trip to the fruit and salad bar (with 2 to 3 choices of fruit and 5 to 6 choices of veggies). Grades 6-12 can buy extra foods a la carte, at extra expense.

B. Breakfast cost is:

   Elementary: $1.75 Jr High: $1.75 High School: $2.00 Adults $2.25

C. Lunch cost is:

   Elementary: $2.75 Jr. High: $2.90 High School: $3.25 Adults/Staff: $4.00

D. Parents could qualify for Free or Reduced ($0.40) lunch by filling out an application available at https://www.summitacademyschools.org under the Resources – Application and forms – free and reduced or by contacting the front offices. If the student's family receives benefits from SNAP, FEP, or FDPIR, they do not need to fill out an application but will need to inform the school lunch secretary by calling 801-572- 9007.

Meals can be paid for electronically by visiting **secureinstantpayments.com** or with cash or check, with student name and ID, at the school office.

III. Identification of Delinquent Accounts:

1. Each student account balance will be reviewed on a weekly basis.
2. Parents/staff will be notified by an e-mail sent by the lunch secretary every week for negative accounts of **-$5.00** or more.
3. Cashiers will ask students/staff if they have any payment from home (6-12 grade). Students in the negative will **NOT** be able to buy a la carte items.
4. Phone calls to homes by the lunch secretary when account reaches **-$15.00**.
5. Delinquent accounts of **-$20.00** will be sent a letter home. Students (K-12 grade) may be given an alternate meal at $1.50 charge, $0.40 for reduced eligible students. Students will pick up their lunch at the office. Alternate meal consists of a sandwich, fruit, drink.

6. Principals will be notified after **-$35.00** delinquency to make arrangements with parents to make payments. Students **will** be given an alternate meal picked up from the office.
7. If there is no response, accounts will be sent to collections at the cost of the customer.

In May, the last month of school, students in the negative will be given an alternate meal

Refunds will be issued to parents upon request.

No refunds under $10.00, handling cost.

Summit Academy is an equal opportunity institute.

IV. References

None

V. Attachments

None

VI. Revision History and Approval Date

Version 1: May2017: Original Date of Approval Version 2: January2019: Last Revision
Version 3: June2022: Price increase; formatting update name change, and policy number added
Version 4: August2025: Direction Change for Free and Reduced forms
Version 5: May 21, 2026: Update to Formatting. Update to Breakfast and Lunch Cost.