

Carrollton Exempted Village School District School Lunch Charge Policy

PURPOSE/POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the district. There is a fine balance that needs to be attained between the solvency of the food service program and the nutritional needs of students. The goals of this policy are:

- To ensure that all students have a healthy meal and that no child go hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students and parent/guardian.
- To establish fair practices that can be used throughout the school district.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent practice regarding charges and collection of charges.

SCOPE OF RESPONSIBILITY:

The Food Service department: Responsible for maintaining charge records and notifying the school district of outstanding balances.

The School District: Responsible for notifying the student's parent/guardian with written documentation.

The Parent/Guardian: Immediate payment.

School breakfast and lunch accounts can be funded through multiple methods:

- Cash or check
- PaySchools. Simply log on to www.payschoolscentral.com and select the “**Sign Up**” option from the menu. The screens will guide you through the process to establish your account.
- A “**No Cash Back**” policy will be followed when students pay for their breakfast or lunch while in the serving line. All monies paid will be deposited into the students account.

It is strongly encouraged that parents/guardians make meal payments in advance. Students that receive a regular meal and have not made consistent payments will be referred to the Building Principal.

If you are unable to pay for school meals due to a change in your economic situation please contact the Cafeteria Director. Assistance may be available. All families are also encouraged to complete an application for Free/Reduced meals at the beginning of the school year and any time your economic situation changes.

We strongly discourage meal charges, but we understand that an occasional emergency makes it necessary. The following policies will apply regarding charges.

Remember that your child may select an extra entrée or ala carte items, which may reduce the amount of money left in your student's account. If you wish to prohibit your child from charging lunch, breakfast or extra items please notify the Cafeteria Director and a request in writing will be kept on file and listed in the cashier's computer as a "No Charging".

Elementary school (K-5) – The policy is as follows:

- Parents will be notified and asked for prompt payment when meals are charged.
- No charging will be allowed for any extra items other than meals. Ala-carte items may not be charged at any time unless a student has money on their account.
- This will go into effect after the fifth day of the school year.

Middle School and High School (6-12) – The policy is as follows:

- Parents will be notified and asked for prompt payment when meals are charged.
- No charges will be allowed for any extra items other than meals after the student reaches a negative balance over \$25.00.
- No charging of extra items or ala-cart items will be allowed for those students on free lunch status unless the student has money on their account.
- This will go into effect after the fifth day of the school year.

Staff – All staff members are encouraged to pay in advance. All negative balances are required to be paid in full by the last day of the school year.

In the middle of May for all grade levels, all charging will be cut off:

- Parents/guardians will be sent a written request for "Payment in Full"
- If a student has a negative balance in the account, the parent or guardian will be responsible to pay the balance. All grade cards and transcripts will be withheld until balance is paid in full. An unpaid balance in the student's lunch account may be taken to Small Claims Court after 30 days.
- Seniors must pay all charges before graduation as stated in the High School Handbook.

All Grade Levels – At the end of the school year, a student's balance (both positive and negative) will follow them to the next school year. Refunds of a positive balance for student's leaving the district or graduating may be issued by making a request to the school Cafeteria Director in writing. Funds may also be transferred to a sibling in the Carrollton Exempted Village School District by making a request to the school Cafeteria Director.

Please help us keep meal costs down. Pay your student's charges promptly. Uncollected charges and the service costs associated with collecting those charges, increases meal prices for all students.

This institution is an equal opportunity provider.