

	MEAL CHARGE STANDARD PRACTICE	AS: 900 - AR Auxiliary Services
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ADMINISTRATIVE REGULATION

Bishop O[†]Gorman Catholic Schools will communicate the meal charge standard practice and maintain consistent meal account procedures. The goals of this standard practice are:

1. To treat all students with dignity in the serving line regarding meal accounts
2. To support positive situations with system staff, system business policies, students and parents/guardians to the maximum extent possible
3. To maintain standard practices that are age appropriate
4. To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student
5. To maintain a consistent system standard practice regarding charges and collection of charges

RESPONSIBILITY

1. Bishop O[†]Gorman Catholic Schools staff are responsible for maintaining charge records and notifying the student's parents/guardians.
2. The parents/guardians are responsible for immediate payment.

PROCEDURE

Families are encouraged to apply for free and reduced meals. Free and reduced meal applications are available on the Bishop O[†]Gorman Catholic Schools website, at each school and the central office.

1. All parents/guardians need to set up an account on www.myschoolbucks.com to receive payment reminders.
2. Parents/Guardians can make payments online at: www.myschoolbucks.com.
3. Parents/Guardians may also send lunch payments to the student's school.
4. If accounts are negative, the food service assistant will send out emails or letters to families. If no payment is received, the food service assistant will ask for the assistance of the school principals to contact the families for payment.
 - 4.1 Elementary Students:
 - 4.1.1 At the end of the year, report cards may be held and/or Infinite Campus portal may be disabled until payment is received.
 - 4.2 Junior High Students:
 - 4.2.1 Every attempt is made not to allow the student to obtain ala carte items.
 - 4.2.2 At the end of the year, report cards may be held and/or Infinite Campus portal may be disabled until payment is received.
 - 4.3 High School Student:
 - 4.3.1 Every attempt is made not to allow the student to obtain ala carte items.
 - 4.3.2 At the end of the year, a student may be withheld from taking semester finals until accounts are replenished.
 - 4.3.3 At the end of the year, report cards may be held and/or Infinite Campus portal may be disabled until payment is received.
5. All balances at the end of the year are rolled over with the student to the next grade. If the student is a senior, the balance will transfer to a sibling or may be donated to a shared lunch account for students in need across all Bishop O[†]Gorman Catholic Schools.
6. If a student is not returning and tuition is owed, the lunch balance is added to the collection.
7. For delinquent accounts, a payment plan may be set up if needed. This will be evaluated on a case by case situation.
8. Students will not be denied a reimbursable meal. Due to certain circumstances, parents may be contacted and asked to pack a lunch from home for their child.