

Lewistown School District

NONINSTRUCTIONAL OPERATIONS

8205

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Meal Charge Policy

Note: For the purpose of this policy, parent includes guardian, caretaker relative, and any adult responsible for the care of the child.

Students may pay cash, check or make an online deposit for their meals at any time. Cash may be paid for a meal, even if the account has a negative balance at the time of purchase. Meals may be pre-paid by the week, month, semester or the school year.

Elementary

When a student has a negative balance in their account, school staff and/or the Food Service Director will be in contact with the student's parent. Lunch account monitoring is the responsibility of the parent and the child. The cashier is there for help in any way—children may ask for a balance at any time. Low Balance communication will go out once per week. Parents may also go to the Lewistown Public Schools Parent Portal to monitor their child's account.

Students are responsible for their own cash lunch money—the school will not replace stolen or lost cash. Parents that send a check for the account and the check is lost or does not appear on the account, may bring in a photo copy of the check from the bank to the office if it has been cashed. If the check was cashed by food service, corrections to the account will be made as soon as possible. If a photo copy is not available, the deposit will not be replaced.

Middle School and High School

When a student has a negative balance in their account, the student will be offered an ala carte meal charged at the standard meal price and school staff and/or the Food Service Director will be in contact with the student's parent. The student may check with the cashier to see the balance of their account at any time. It is the responsibility of the parent and student to manage the prepaid account. Parents may call the Food Service Director at any time to check the balance of their child's account or the parent may go to the Lewistown Public Schools Parent Portal to monitor their child's account.

A la carte snacks are sold at both middle and high school levels. Students with a negative balance of any amount will not be allowed to charge a la carte snacks but will be allowed to purchase snacks with cash.

Adult Meals:

Adult meal balances must be paid in full at the end of each school year or upon termination of employment.

Collections:

The Fergus County Attorney will perform collections on any balances greater than -\$50.00.

Policy History:

Adopted on: December 12, 2016

Revised on: December 12, 2016

Revised on: August 14, 2017