

*“The Arcanum-Butler Local School District provides a caring and safe environment where students are challenged to become lifelong learners and productive citizens.”*

# Arcanum-Butler Local School District

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## Cafeteria – Meal Charging Procedure

Arcanum-Butler Local School District’s Food Service Program recognizes that adequate nutrition is essential to students’ mental, physical and academic growth. All children (grades K-12) participating in the School Breakfast Program and the National School Lunch Program, whether at a free, reduced or paid rate, will receive a breakfast and/or lunch meal that meets USDA requirements, regardless of whether the students have sufficient money in the meal-charge accounts or cash-in-hand to pay for the cost of the meal at the time of the service.

It is the responsibility of the Parent or Guardian to monitor their student’s cafeteria account and deposit the appropriate funds when necessary. Titan Student Account Management is the online payment system that is used by the school district for monitoring a student’s account activity. Deposits can also be made in person, mailed to the school or sent in with the student. The district understands that funds on a student’s cafeteria account may become depleted at times for various reasons. Because we believe in the importance of our student’s nutrition, students may “charge” for a meal under certain circumstances. Charging for a meal will result in a negative balance on a student’s account. Parents, who wish to prohibit their students from charging meals, can limit their ability to do so through the Titan Account. Contact the Food Service Department for assistance if needed. It is imperative that our cafeteria collects the balance owed. See the following procedure for charging school meals below:

1. Student will be verbally notified for the first charge.
2. A note will be sent home with the student when the account reaches -\$10.00.
3. A letter will be mailed home when the account reaches -\$25.00.
4. Upon reaching the - \$25.00 threshold, students will be provided an alternative “salad w/ dressing option”.
5. In the event that an account is at -\$25.00 at the end of each quarter, parents will receive an automated One Call message notification regarding an overdue balance needing to be paid.
6. Additionally, in the event that an account is at -\$25.00 at the end of the semester, the student’s grade card will be held and parent progress book access will be denied until payments are received.

Please note: Students who have a negative balance will not be permitted to charge Ala Carte items or any additional meal items until negative balances are paid in full.

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Charging will not be permitted at the end of the school year during the last two weeks of school. Unpaid meal charges will be carried over at the end of the school year to the next school year and will be subject to this charge policy the following year.

Thank you for your cooperation and support. We urge parents and guardians to be proactive in checking accounts and reconciling balances. If you feel that your student may qualify for assistance under the Free and Reduced Price Meal Program, you must fill out an application for approval. You are also permitted to submit an application at any time during the year if your family experiences any changes in household members or income. For questions, please contact the cafeteria at 937-692-5174 ext. 1138.