



MEAL CHARGING

Students may be allowed to charge up to 10 meals (including breakfast and or lunch). Once a student reaches 10 meals an alternate lunch (vegetable, fruit, grain, milk) may be served until the balance reaches zero. We will be talking to your children, making phone calls and sending letter to let you know about your child's balance. Please do your part to keep your child's balance current. Any questions or concerns, please contact your child's cafeteria manager. Elementary – (903)844-3945, JH/HS – (903)844-3921.

Charge Policy:

In accord with School Board action, there will be a limit of 10 meals charged (including breakfast and lunch) in the cafeteria. If the student exceeds the 10 meal limit, an alternate lunch of vegetable, grain, milk and fruit will be prepared for the student. The student may receive the alternate lunch until their balance is back to zero.

Charge policy is to be given to all students when they register for school (at the beginning or any time a student registers during the year).

Charge policy is to be sent home again when a student receives an alternate meal.

Alternate Meal Procedure:

Before an alternate meal is given these steps will be taken:

*When the student reaches a zero or negative balance, the cashier will give them a verbal reminder that they need money on their account.

*When the student reaches a negative balance of \$5.00 a letter is mailed to the home.

*When the student reaches a negative balance of \$10.00 another letter is mailed to the home and a personal phone call is made by the Campus Food Service Director.

*Every Thursday, an automated call goes out to the home of any student who has a negative balance.

When the student reaches the 10 meal limit, their names will be given to the principal and assistant principal. Before the next lunch period, they will get with the student and advise them that they will be receiving an alternate meal that day. The student will be given 2 tickets – one for the server to know to prepare an alternate meal and one for the cashier to know not to charge them for the alternate meal. A copy of the charge policy will be given to the student to take home.

If a staff member is interested in helping any student with charges, it must be done with discretion. They may get the names of students from the principal or assistant principal in advance and pay for their meal in advance at the office or the cafeteria. (If paid at the office it will be delivered to the cafeteria before lunch). Discussion will not happen at the register in front of students.

Trays will not be taken from students at any time.

Charging and Collections Policy – Elementary Campus

Charge Policy:

In accord with School Board action, there will be a limit of 10 meals charged (including breakfast and lunch) in the cafeteria. If the student exceeds the 10 meal limit, an alternate lunch of vegetable, grain, milk and fruit will be prepared for the student. The student may receive the alternate lunch until their balance is back to zero.

Charge policy is to be given to all students when they register for school (at the beginning or any time a student registers during the year).

Unpaid Balance Collection Procedure:

*When the student reaches a zero or negative balance, the cashier will give them a verbal reminder that they need money on their account.

*When the student reaches a negative balance of \$5.00 a letter is mailed to the home.

*When the student reaches a negative balance of \$10.00 another letter is mailed to the home and a personal phone call is made by the Campus Food Service Director.

*Every Thursday, an automated call goes out to the home of any student who has a negative balance.

If a staff member is interested in helping any student with charges, it must be done with discretion. They may get the names of students from the principal or assistant principal in advance and pay for their meal in advance at the office or the cafeteria. (If paid at the office it will be delivered to the cafeteria before lunch). Discussion will not happen at the register in front of students.

Trays will not be taken from students at any time.