

#### 565. STUDENT MEALS (Approved 7-1-2002 Revised-2/13/2017)

All students may eat meals in the school cafeterias. For those students whose families qualify, meals are provided for Free or at a Reduced Price. Prior to any meals being served free or at a reduced price, a current, approved application must be on file in the Child Nutrition Office. New applications must be completed each school year. Children who were eligible to receive free or reduced price meals on the last day of school the previous year may eat as a free or reduced price student for the first 30 days of school.

Students who pay for meals are encouraged to do so on a weekly or monthly basis. Each student has an account into which money may be deposited. At mealtime, each student enters his/her account number, and the cost for one meal is deducted at the point of service. Parents are urged to keep track of their child's meal account balance. Meal accounts are not to be considered charge accounts. Money must be deposited on a regular basis if the student is expected to eat in the cafeteria. Checks or money orders are preferred, as cash is easily lost. If it is necessary to pay cash, please put the cash in an envelope, and write the child's name, grade, teacher and the amount paid on the outside of the envelope. Credit cards may be used to pay for meals online at [www.myschoolbucks.com](http://www.myschoolbucks.com). There is a small charge to use credit cards for meal payments.

The cafeteria manager at each site will be more than happy to discuss a student's meal account balance with parents. Please call at times other than meal service, since the manager is not available at this time (elementary breakfast generally runs from 8:30 to 9:00 am, lunch service runs from approximately 11:45 am to 1 pm). Due to the volume of students fed each day, it is not possible to call parents on a regular basis to remind them about a child's account balance. Parents may set up automated email messages for low balance notification by setting up an account at [www.myschoolbucks.com](http://www.myschoolbucks.com). Email notification is free.

Occasionally, students lose or forget their money for lunch and breakfast. When this situation occurs, the following procedures will be followed:

- A. Elementary students will be allowed to accumulate up to three lunch and three breakfast charges. Secondary students will be allowed to charge one breakfast and one lunch.
- B. After the student has reached the charge limit, the student will not be allowed to charge, but will be given a peanut butter *or* cheese sandwich at lunch time for up to three days. Nothing will be given at breakfast.
- C. When the charges are repaid, the student at a later date may charge meals again.
- D. Charge notes will be sent home at least twice a week at the elementary school sites. Secondary school students will be given a charge note at the time of service.
- E. Students will not be allowed to charge milk or additional food (a la carte) items.
- F. Meal charges will not be allowed during the last two weeks of school. A student who has lost or forgotten money during these two weeks will be sent to the office to call a parent. The parent may then authorize one charge. Only one additional charge will be allowed, even with parental approval. This is necessary so that the unpaid charges can be repaid before the end of the school year. A notice to this effect will be on the May menu each year.