

**DeTour Area Schools  
Meal Charge Policy**

**I. PURPOSE/POLICY:**

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this policy are:

- To treat all students with dignity in the serving line regarding meal accounts
- To promote positive situations with staff, district business policies, students and parent/guardians to the maximum extent possible
- To establish age appropriate policies
- To encourage parent/guardian responsibility of meal payments and promote student responsibility
- To establish a consistent district policy regarding charges and collection of charges

**II. RESPONSIBILITY**

**Food Service Department:** Will be responsible for sending existing meal charge policies to parents/guardians in writing, maintaining charge records, sending notifications of negative balances to families and notifying school district of outstanding balances.

**School District:** Will be responsible for notifying the student's parent/guardian in writing of uncollected/delinquent debt that cannot be recovered by the School Meals Program in the year when the debt was incurred. They will also be responsible for maintaining the records of these charges.

**Parent/Guardian:** Will be responsible for keeping a positive balance on child's account.

**III. ADMINISTRATION:**

1. Student Groups
  - a) Elementary students: will be allowed to charge a maximum of \$10.00 for a reimbursable meal. After the amount has been reached, the student may be given an alternate meal. (Cheese sandwich, veggie sticks, fruit and milk)
  - b) Middle School students: will be allowed to charge a maximum of \$10.00 for a reimbursable meal. After this amount has been reached, no additional charges will be allowed.
  - c) High School students: will be allowed to charge a maximum of \$10.00 for a reimbursable meal. After this amount has been reached, no additional charges will be allowed.
2. Ala Carte: No charges will be allowed for ala carte foods and beverages.
3. Students with a negative balance will be contacted by the food service department. Either by letter, e-mail, or phone. Parents/guardians can check their child's account on-line and make payments on-line.
4. The district will be notified of all unpaid bills June 30<sup>th</sup> of each year for proper record keeping.
5. All charging will be cut off May 1<sup>st</sup>.

- a) Parents/Guardians will be sent a request by mail for "Full Payment"
  - b) All charges not paid in full will be turned over to the business office for collection and carried over into the next school year.
  - c) Graduating seniors must pay all charges in full. Failure to do so may result in not being allowed to participate in graduation ceremonies.
6. Families will be encouraged to apply for free/reduced meals anytime during the school year if there has been a change in financial circumstances such as a job loss or long-term illness which may result in a change in eligibility for the child.
  7. Negative balances will not incur against the food service account.