

FOOD SERVICE POLICY

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The School District of Clear Lake Food Service program operates on a pre-payment system for school meals, milk, and ala carte. We require that parents pre-pay and maintain a positive balance in their family accounts in order to participate. Families can monitor their meal accounts through **Family Access** (Contact the School District on how to sign up if you have not already done so). All families should review their estimated charges and make a deposit to their family account to assure uninterrupted participation in the National School Lunch and Breakfast Program.

Every effort will be made by the Clear Lake School District to keep parent(s)/guardian(s) informed regarding their child's meal accounts. **However, it is ultimately the responsibility of the parent(s)/guardian(s) to maintain a positive balance in the account.** School Messenger calls and emails are sent out several times a week notifying of negative balances and low balances. If you receive a call, please add money to your student's account immediately. Your students may not be allowed to participate in the District's meal program until a positive balance is available for use. When the account balance is above zero, regular charging may resume.

Payments on account may be made by sending a check/cash with your student, mailing a check or money order, using E-funds for Schools on line payment service, or in person at any school office.

WHEN A STUDENT'S MEAL ACCOUNT BECOMES NEGATIVE (UNPAID MEAL CHARGES):

Junior High and High School students are informed during the school day when their account has gone negative and that they are not to make any further purchases until payment is made on their account. They are responsible for communicating with you that they need money deposited into their account. Parents/Guardians can also request a low balance e-mail notification in Family Access when their account balance goes below a specified amount. Students may bring in payment to the Business office each day to purchase a meal for that day only prior to going through the breakfast or lunch line. Payments are not accepted in the lunch line.

A family may apply for free or reduced priced meals at any time by completing an application form found on the website or in any office. If income decreases or family size increases, another application may be completed. Meal charges prior to the approval for free or reduced cannot be changed per federal government regulations; those charges must be paid. Students approved for free or reduced must pay the full cost of ala carte items, extra milk, or sport lunches.

Elementary Students will be spoken to by the Principal or Counselor and instructed they may bring a lunch from home or may be provided a peanut butter sandwich and milk for up to three days (which will be charged at an Ala carte price to the family account). A personal call will be made or an e-mail notification will be sent by the District Office to let the parent/guardian know that they will need to provide meals and beverages from home until sufficient funds are deposited in the account to bring it back to a positive balance. After the three days, if the account is not up-to-date, the student will be required to bring a lunch

from home. If a student repeatedly or continuously has a negative balance, and the parent fails to provide a cold lunch or lunch money, school district personnel may intercede on behalf of the student(s) by filing a report with Social Services or another appropriate agency.

Ala Carte purchases – (with the exception of Elementary milk purchases) may be available at the Junior High/High School only and can only be purchased if there is a positive balance in the meal account. (This includes milk purchased for a meal brought from home).

Parents/Guardians are asked to fill out an **Ala Carte Form** if you do not want your child to be able to make ala carte purchases (sport lunches are not considered ala carte). Students are not allowed to purchase ala carte items for other students. Administration has the right to revoke ala carte privileges from any student if they deem necessary. Students eligible for free meals will not be denied a meal because of a negative account balance. However, they will not be allowed to charge ala carte items, including milk, to have with a meal brought from home.

Milk purchases: Milk purchased for a meal brought from home, or a second milk is considered ala carte and is charged at the annual determined price.

Delinquent Accounts: If an account is delinquent, a payment plan may be arranged with the District Office. If a payment plan is agreed upon, the student may resume charging meals as long as payments are being made on time and according to the plan. If payment plan is not followed, student/parents/guardians will be notified that no charges are allowed until the account has a positive balance.

Administration is expected to protect taxpayers of the District by making reasonable effort to collect all delinquent food service charges. If there are any unpaid meal charges at the end of the school year, they will carryover with the student/family to the new school year. Graduating seniors must have their lunch account paid in full before participating in the Graduation ceremonies. Accounts with a positive balance at the end of the school year will carry over to the following school year. If a family moves out of district, or becomes eligible for free meals and would like a refund, requests can be made to the District Office.

BOARD APPROVED: JUNE 26, 2017

MISSION STATEMENT

The Clear Lake School District prepares students, in an active partnership with families and the community, to become lifelong learners and responsible citizens.