



Meal Account and Ordering Administrative Policy

I. PURPOSE

The purpose of this policy is to establish consistent meal account and ordering procedures.

II. GENERAL STATEMENT OF POLICY

- A.** The school district intends to comply with federal and state law that prohibits denying a meal or milk to any eligible (paid, free or reduced) student as a disciplinary measure.
- B.** The school district will utilize a prepaid system for school meals. There must be a positive balance in student, parent/guardian, guest and employee accounts in order to receive a meal. In certain circumstances (i.e. a parent/guardian, guest or employee genuinely forgets to pay in advance) a student, parent/guardian, guest or employee may be allowed to charge one meal to their account which must then be repaid and the account brought back to a positive balance before any more meals will be served.
- C.** It is the parent/guardian's, guest's or employee's responsibility to send money on a regular basis to keep the meal account current. Account balances can be viewed and account balance reminders can be set up online through the TIES School View website.
- D.** All lunch orders (students, parents/guardian, guest or employee) must be placed by 8:30 am the day of the lunch. If a student is not present for the morning lunch count and the parent/guardian does not call the office to order a lunch by 8:30 am for the student, the student must bring a lunch from home if they will be at school for lunch. Due to our catering arrangement, this is a policy that the school district must follow to ensure students who have ordered lunches will receive them.
- E.** Students will be charged for lunches that they order even if they leave for the day before lunch is served or they order the lunch in error.

III. PROCEDURES

- A.** The school will make reasonable efforts to notify students, parent/guardians, guests and employees when their account balance is low (\$16.00 or less). Low balance account statements for all students will be emailed home weekly (mailed if the family does not have email).
- B.** The school district will not serve students, parent/guardians, guests or employees with insufficient meal account funds, except in certain circumstances, or without the necessary forms for free or reduced meals. The parent/guardian of a student with a zero or negative fund balance will be advised that their child will need to bring their own meals/milk from home.
- C.** In unusual cases, students may be provided with an alternative meal (peanut butter sandwich, fruit and milk) for up to 3 days for all students.