

SILSBEE INDEPENDENT SCHOOL DISTRICT

415 Hwy 327 W Silsbee, Texas 77656 409-980-7800 Fax 409-980-7897

Meal Charging Policy, 2018-19

Purpose:

The purpose of this policy is to establish consistent meal account procedures throughout Silsbee ISD. The goal of this policy is:

- To provide students with healthy meals each day.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students and parents/guardians.
- To encourages the parent/guardian to assume responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent practice regarding charges and collection of debt.

Scope of Responsibility:

The Food Service Department:

- Maintain charge records
- Notify the appropriate campus and school district personnel of outstanding balances
- Notify parents/guardians of outstanding balances by Phone, Email, Text, and Mail.

The School Campus:

- Maintain current addresses and phone numbers in the Skyward system.

The School District:

- Assist Food Service with collection of outstanding balances by sending home an outstanding balance report generated by the Food Service Department.

The Parent/Guardian:

- Maintain a positive balance in your child's lunch account
- Complete a Free/Reduced Meal Application, either online or on paper, in order to apply for meal subsidy.
- Contact the Food Service Department and/or the campus in order to resolve any issues with your child's lunch account. Food Services: 409.980.7822

Administration of Policy:

1. Families are encouraged to apply for free and reduced price meal benefit at any time during the school year. Any student that falls into a negative balance will receive a written notice with an application for free or reduced price student meals.

- Silsbee Elementary and Laura Reeves Primary Students will be encouraged to fill out an Application for meal assistance.
 - Middle School will include the Free/Reduced Application as part of the required paper work to be returned at the beginning of the school year.
 - Provide Food Service assistance booths at Running Start and Open House Events.
2. Families are encouraged to pre-pay for meals and money is accepted in the school cafeteria daily or online through Family Access.
 3. Families and all Staff will be notified of the school Charge Policy in writing before the school year begins and with each new transfer student. The policy will be included in School Handbooks and will be posted on the SISD Website.
 4. Food Service staff and other key district personnel will receive training on the meal charge policy and record of training will be maintained as part of the professional development portfolio.
 5. The following procedures will be enlisted to help families keep accounts in good standing:
 - Once the child's account goes below \$5.00, the parent/guardian will be notified that funds are running low, so they can add more funds to the account in order to avoid going into the negative by email, text, or phone call.
 - Low balance Calls: \$.50 - \$5.00 will receive an email, text and/or automated call on Mondays and Wednesdays until in good standing
 - The School and Parent/guardian will be informed of their excessive balance until the account is brought back into good standing. This will be done by Campus Phone, Campus Email, and Correspondence sent home from the Food Service Department.
 - Negative Balance Calls: below \$0.00 will receive an email and automated call on Tuesdays and Thursday until in good standing
 - The Food Service Department will mail a letter with an application home on the Friday near the 1st and 15th of each month for any accounts in excess of (\$15.00).
 - After 15 days of no response, the Food Service Department will contact parent/guardian with all attempts documented.
 - After 30 days of no response, the Food Service Department will enlist help from Campus Principal and document results.
 - After 45 days of no response, the Food Service Director and Principal will meet to discuss possible options for the student.
 6. No A la carte or Snack Items will be allowed to be charged to an account with insufficient funds, even if the child offers to pay in cash.
 7. If the application for a FREE or REDUCED meal status is approved then the student/parent/guardian is still responsible to pay the full amount of unpaid balances incurred prior to the application being approved. If needed, payment plans can be established at this point by contacting the Food Service Department at 409-980-7822.

8. As of May 13, 2019, all charging will be stopped for the year:
- Parents/guardians will be sent a written request for "Payment in Full"
 - Balances must be paid before the last day of School, May 30, 2019
 - Seniors must pay all charges before graduation. Failure to do so may result in not being allowed to participate in the Graduation ceremonies.
 - High School student balances must be paid in order for students to attend dances or to be exempt from final exams at the end of the year.
 - Middle School student balances must be paid in order to attend field trips, dances and other school functions, as determined by Campus Principal.
 - Silsbee Elementary School and Laura Reeves Primary School student balances must be paid in order to attend field trips and Field Days, as determined by Campus Principal.

Approved by Board of Trustees, July 10, 2018