

1st Reading: 10/22/2012
2nd Reading: 11/26/2012
Approved: 12/17/2012

715 FOOD SERVICE ACCOUNT POLICY

I. PURPOSE

The purpose of this policy is to set fiscal guidelines in food service that are fair to patrons and the School District.

II. GENERAL STATEMENT OF POLICY

In order to purchase meals at Belle Plaine Schools, students and staff must ensure that funds are available in their meal accounts.

II. DEFINITION

A. K-6 (Chatfield Elementary and Oak Crest Elementary)

1. If a student's account balance is \$10.00 or less, an e-mail is sent to the student's parents to notify them of the current balance shortfall.
2. If the account balance falls below \$5.00, a second e-mail is sent to the student's parents to notify them of the current balance shortfall.
3. If a student's account balance falls to or below \$0, a student is allowed two more meals. If the account balance is still below \$0 after two meals, the student will receive a cheese sandwich and milk until the account has a positive balance. In addition, the account will be referred to the District Office for further review.

B. 7-12 (Jr-Sr High School)

1. If a student's account balance is \$10.00 or less, an e-mail is sent to the student's parents to notify them of the current balance shortfall.
2. If the account balance falls below \$5.00, a second e-mail is sent to the student's parents to notify them of the current balance shortfall.
3. If the account balance is \$0 or less, the student may **not** charge ala carte items to their accounts.
4. If a student's account balance falls to or below \$0, the student is allowed two more meals. If the account balance is still below \$0 after two meals, the student will receive a cheese sandwich and milk until the account has a positive balance. In addition, the account will be referred to the District Office for further review.

C. Staff Accounts

1. If a staff member's account balance is \$10.00 or less, an e-mail is sent to the staff person to notify them of the current balance shortfall.
2. If the account balance falls below \$5.00, a second e-mail is sent to the staff person to notify them of the current balance shortfall.
3. If the account balance is \$0 or less, the staff member may **not** charge meals or ala carte items to their accounts.
4. If a staff member's account balance falls below \$0, the account will be referred to the District Office for further review.