

*1<sup>st</sup> Reading: 10/22/2012*  
*2<sup>nd</sup> 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.
1. 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.