

SANDUSKY COMMUNITY SCHOOLS
Administrative Guideline 8500

FOOD SERVICES

No Charge Policy
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Food Service Accounts

The current system of paying for meals and/or ala carte items at the Elementary School and the Jr/Sr High School is a “debit” system. Parents are required to put money on their student’s account in advance so students can draw from this balance for meals and ala carte items. See “Methods to Pay for School Food Service Accounts” at the end of this document for ways to make a payment.

Parents should be aware that there are many ala carte items (such as snacks and beverages) available for the Jr/Sr high school students, with very few options for elementary students. These type of charges add up quickly, many times without parental knowledge.

Furthermore, parents should also be aware that through their Skyward account, they may view every food service payment and every purchase of their student. If you need information concerning a Skyward account, please contact the Superintendent’s office.

Food Service Balance

On a bi-weekly basis, Skyward will email a parent when the food service account is a positive \$10.00. This will allow time for the parent to add funds to the account before it becomes a negative balance. For those parents without Skyward access, a letter will be mailed home bi-weekly as a reminder that the account is approaching \$0.00.

When the balance of funds on the food service account becomes \$0.00, students will be allowed to charge breakfast/lunch up to negative \$10.00. No ala carte items will be charged at this time (cash only).

Once the balance on the account reaches a negative \$10.00, the student will be served an alternative meal (cheese sandwich, fruit, and milk). Students will not be allowed to purchase any ala carte items. This includes cash sales. The cost of the alternate meal will be charged to the account (see chart on page 2).

Parental Options

The following parental options are available:

- a. At the beginning of the schoolyear, each student’s food service account will be set up so NO student can purchase ala carte items. If parents/guardians wish their child to be allowed to purchase ala carte items, they may do so by contacting the food service director.
- b. Any parent/guardian (elementary or high school) may contact the Food Service Director to request that their student not be allowed to purchase anything at the school cafeteria. This includes ala carte and breakfast/lunch items
- c. Parents may contact the food service department to change option a or b above at any time.

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Alternative Lunch Charges

The following charts show the charges that will incur for students who receive the alternate lunch:

Elementary School	Breakfast Charge*	Lunch Charge
Free Status	\$0.00	\$0.00
Reduced Status	\$0.00	\$0.40
All Others	\$0.00	\$2.40

*Universal Free Breakfast for students in grades K-6

Jr/Sr High School	Breakfast Charge	Lunch Charge
Free Status	\$0.00	\$0.00
Reduced Status	\$0.30	\$0.40
All Others	\$1.75	\$2.55

Free or Reduced Breakfast/Lunch Applications

Applications for free and reduced breakfast/lunch will be sent home on the first day of school with all students. If you feel you qualify for free and reduced breakfast/lunch you may contact the Superintendent's office for an application at any time throughout the school year. All applications are confidential.

No Change Policy

When students make purchases in the lunch line, change is not given, but added to the student's account. For example: if a student purchases milk for \$0.40 and pays with \$1.00, his/her food service account is credited \$0.60. This will eliminate the need for start-up cash, which will help with balancing the account and accountability. No errors will be made because there will be no change to count back. It will also speed up the time students are in line. Staff will continue to encourage weekly deposits.

Senior Students/Participation in Commencement Exercises

It is the policy of the Board of Education that ALL fines, including any outstanding food service balances, be paid in full before a student is allowed to participate in Commencement Exercises. Graduating seniors must pay any negative balances on their food service account at least one week before commencement or they will not participate in commencement.

Methods to Pay for Food Service Accounts

The following are ways for parents/students to pay for school lunches:

- (Elementary Students) Place cash or check (payable to Sandusky Community Schools) in an envelope. Be sure to include student name and "Food Service" on the envelope. Have student turn the envelope in to their teacher.
- Students can put funds on their account at the cash register (cash or check)
- Parents can put funds on the student account by dropping off payment in the school office or the superintendent office.
- A credit card payment option should be ready soon to accept payments soon for those parents how have a Skyward login.

Leaving the District

All charges must be paid in full when a student leaves the district. A parent must request, in writing, reimbursement of any positive balance within two weeks of leaving the district.

End of Year Report

The District will provide parents with written notification of the balance of all food service accounts. Balances do carry over from one year to the next.