

From the Speedway Schools Student Handbook, procedures approved by the school board:

### **Procedure for Student Meal Accounts**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. The School Town of Speedway will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Households can prepay student accounts by personal check or cash daily to the school cafeteria. We also provide an online credit/debit card prepayment through [myschoolbucks.com](https://myschoolbucks.com). For online payment there is \$2.50 processing fee per transaction, please allow up to 24 hours for online payments to post to meal account.
- A secondary student (7th-12th) will not be allowed to charge to their meal account if it creates a negative balance.
- An elementary student may charge up to 5 lunch meals maximum as long as they establish and maintain a good credit history of making payments on their food service accounts.
- An elementary student with a negative balance on his meal account may not charge or purchase breakfast, "a la carte" 21 item(s), including extra main entrees, extra sides, extra milk, or snacks.
- Once a student has reached the charging maximum, schools will provide an alternative meal of a cheese sandwich and unflavored milk. However if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a regular meal.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of negative balances on meal accounts.
- The school food service manager will send home letters each week to parents of students who carry a negative balance as a reminder of payment. Low balance notifications will also be sent home weekly for those students who have a balance of \$10 or below. With the online payment system, parents may opt to receive additional notifications via e-mail or text and set up automatic payments once a minimum balance has been reached.
- All accounts must be settled at the end of the school year. Letters will be sent home approximately 15 operating days before the last day of school to students who have any negative balances. Negative balances not paid in full prior to the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- All accounts with a positive balance will carry over to the next school year.
- Students who graduate or withdraw from the corporation have the option to transfer the funds to another student or to receive a refund. If no claim is made to the balance by June 30 of that school year, the student's meal account will close and the funds will be no longer available. Unclaimed remaining balances will be transferred to the general fund to benefit another student.