



PROVIDENCE HALL CHARTER SCHOOL

School Lunch Balance Policy

Purpose:

The purpose of the following policy is, (1) to permit the orderly establishment of consistent practices regarding charges and collection of charges, (2) to provide adequate communication among staff, administrators, teachers, students and parent/guardian. (3) to establish fair practices that can be used throughout the school district. (4) to ensure that all students have a healthy meal and that no child goes hungry. (5) to treat all students with dignity and confidentiality in serving line regarding meal accounts. (6) to encourage parent/guardian to assume the responsibility of meal payments and to promote self – responsibility of the student.

Definitions:

Fees means any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. Admission fees, transportation charges, and similar payments to third parties are fees if the charges are made in connection with an activity or function sponsored by or through Providence Hall. For the purposes of this policy, charges related to the National School Lunch Program are not fees. *Provision in Lieu of Fee Waiver* means an alternative to fee payment and waiver of fee payment. A plan under which fees are paid in installments or under some other delayed payment arrangement is not a waiver or provision in lieu of fee waiver. *Student Supplies* means items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in questions and have a high probability or regular use in other than Providence Hall-sponsored activities. The term includes pencils, papers, notebooks, crayons, scissors, basic clothing for healthy lifestyle classes, and similar personal or consumable items over which a student retains ownership. *Optional Project* means a project chosen and retained by a student in lieu of meaningful and productive project otherwise available to the student which would require only school-supplied materials. *Textbooks* means books, workbooks, and materials similar in function which are required for participation in a course of instruction. *Waiver* means release from the requirement of payment of a fee and from any provision in lieu of fee payment.

Standards:

1. Skyward will automatically send out low or negative account balance email notices starting at the amount of \$5.00. Parent may opt out of this email through Skyward Family Access.
2. [Elementary] Clerk will send out hard copy low balances at least once per week (more often if parent does not have an email address).
3. Clerk will call parent when student account balance is in the negative.
4. Administrator will call or send a letter (or both) to parent with account balance on or before a deficit of -\$25.00.
5. Site Administrators will address further collection efforts with their respective administrator of schools.
6. Any uncollectable deficit lunch account balance will become the responsibility of the school and paid by the principal at the time of student transfers within the district or at the end of each school year for closed student accounts and student accounts who are graduating or moving up to another school (i.e. 5th to 6th, 8th to 9th, and seniors.) Principals may use any collection agency or their choosing.
7. Student's who have a deficit in their lunch account of more than -\$25 will receive a emergency meal.
8. No ala-carte items will be debited (cashiers will offer students who try to debit ala-carte items a reimbursable lunch.)
9. Students will not be asked to call home regarding negative lunch balances, the calls will be made by clerks or by the principal.