



**MT. PLEASANT ISD FOOD SERVICE  
ADMINISTRATIVE POLICY REGARDING THE  
CHARGING OF MEALS IN THE CAFETERIAS**

Any student on any campus may charge 1 reimbursable lunch tray each day subject to a - \$27.00 limit. In order to allow an account limit this large, the following procedure must be followed:

Account notification letters are to be sent home with the students on a weekly basis. When the child reaches a balance of -\$24.00, a letter will be sent home via the child alerting the parent that once the child reaches the -\$27.00 limit he/she will be offered an alternate meal.

When a child reaches -\$24.00 and a letter is about to be sent to the parent, the Cafeteria Manager will notify the Principal of the campus via email of the students who are approaching the -\$27.00 charge limit.

Once the child has reached the -\$27.00 limit, the Cafeteria Manager will send another letter to the parent via the student and (for the 6<sup>th</sup> grade down) call the parents to inform them of that their child will be receiving an alternate lunch on their next visit to the cafeteria. If the parent offers to make arrangements for payment for the child's lunch debt for a certain date, the Cafeteria Manager may allow the child to continue to charge a regular meal until the arranged time. If the parent fails to make payment by that date, then the child will be given an alternative meal.

For the 6<sup>th</sup> grade down, the cafeteria will prepare alternative meals in advance and take them down to the campus office for children who will need an alternative meal for the day. The morning that a student is to receive an alternate meal, the Cafeteria Manager will notify the child's Teacher via email. The Teacher will then instruct the child to go by the office and pick up his/her lunch and also to pick up milk once the child arrives in the cafeteria.

The alternative lunch will consist of a peanut butter and jelly sandwich, a piece of fruit and a choice of milk. If the child is allergic to peanut butter, a cheese sandwich will be offered.

The Principal may choose to have his/her staff contact the parent to help reconcile the matter more effectively. There may be extenuating circumstances regarding the student's home situation that the Manager of the Cafeteria may not be aware of. It is crucial that the Cafeteria Manager keep the campus Principal constantly informed of the child's lunch account status. If the child's account is paid, the Cafeteria Manager is to notify the Principal immediately.

While it is necessary to enforce the policy for the financial wellbeing of the Food Service Department, it is essential that we avoid any possible embarrassment to the child. Alternate meals must be given to the child as discretely as possible.

No snack bar items, ala carte items or ala carte drinks may be charged. The only exception for charging any ala carte item applies to students who normally keep a positive balance (pre-pay) on their accounts. The individual Cafeteria Managers will determine which students may use this provision.