



**Mayville Community Schools
Meal Charging Policy**

At Mayville School District we have a meal charging policy that applies to all of our students and staff. The District realizes that there are times when staff and students may forget their lunch money. To ensure that staff and students do not go hungry, but also to promote responsible staff, student, and parent behavior and minimize the fiscal burden to the District, the Board of Education will allow staff and students who may have forgotten their lunch money to **“charge”** the cost of **two meals** to be paid back at a later date subject to the terms of this policy.

Food Service is a special revenue fund which means it does not receive general fund support from the district, and thus must generate funds through meal sales, snack sales, and federal and state reimbursement in order to pay operating expense and fees to the district. Therefore, unpaid charges affect the ability of food service to support itself and its employees.

Michigan Department of Education (MDE) and National School Lunch Program (NSLP) have provided schools with administrative guidelines and policy for meal charges. Following the administrative guidelines from MDE and NSLP, Mayville Community Schools will adhere to the following meal charging policy:

1. A staff or student may charge up to two lunches maximum (\$5.00 charge per student)
2. After two meals have been reached past negative a free meal will be offered to the staff member and a student until the lunch account is at a positive amount.
 - A. If a staff member or a student comes in with enough money to cover the lunch for that day they can eat lunch.
 - B. Schools will offer a free meal that is eligible for reimbursement. For example a sandwich, Fruit and a Milk will be available for any staff and student who has two negative lunches. In the case of a staff or student who has a current allergy note from their doctor for the current year an alternative item will be given.

3. If a staff member or student has a negative balance, the school must provide a meal when the student is using money to pay for the current day's lunch.
4. It is permissible for schools to serve only one (1) particular set of food items to staff and students whose parents owe the school money, as long as the food items comprise a reimbursable meal.
5. A staff or student who has charged two meals may not charge or purchase snack items, including extra main entrees or make purchases in the snack line.
6. If a student repeatedly comes to school with no lunch and no lunch money, food service employee must report this to the building administrator. It could be a sign of abuse or neglect and the proper authorities will be contacted.
7. The food service cashiers will coordinate communications with parents/guardian to resolve the matter of unpaid charges.
8. If cafeteria services staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian then a phone call to parents to resolve payment plan.
9. 2017-2018 Lunch Prices will be as follows
Student Regular Price= 2.50
Adult price= 3.25
Reduced lunch Price = .40 cents
Milk = .50 cents
10. Accounts must be settled by end of school year June 30th. And negative balances not paid by June 30th will be turned over to Principal's Office and added to students obligations.
11. Staff negative balances not paid by June 30th it will deducted from your pay.