

SOUTHWEST DUBOIS COUNTY SCHOOL CORPORATION  
113 N. JACKSON STREET  
HUNTINGBURG, IN 47542-1325  
(812) 683-3971

Food Service

*"This institution is an equal opportunity provider"*

Meal Charging Policy

The purpose of this policy is to establish consistent meal account procedures throughout the district. There is a fine balance that needs to be attained between the solvency of the food service program and the nutritional needs of students. The goals of this policy are.

- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students and parents or guardians.
- To establish fair practices that can be used throughout the school district.
- To encourage parents or guardians to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To encourage parents or guardians that are unable to pay for school meals due to economic situations to contact the Food Service Director for information on assistance.
- To establish a consistent practice regarding charges and collection of charges.
- To encourage parents or guardians to make meal payments in advance.
- Trays that are given to students with negative accounts will not be taken back by cafeteria personnel.

School breakfast and lunch accounts can be funded through multiple methods:

- Cash or check:
  - Send money to school with student.
  - Mail payment to the school which student attends.
- Log in to Harmony through the corporation website ([www.swdubois.k12.in.us](http://www.swdubois.k12.in.us)) to pay by credit card.

**Elementary school (K-5) charging policy as follows:**

- Students will not be allowed to charge breakfast.
- Students will not be allowed to charge extra milk or any ala carte items.
- Students will be allowed to charge up to five lunch meals before an alternative meal is provided. After the fifth charge, parents or guardians will be notified and asked for a payment.
- The cafeteria will provide an alternative meal that will consist of a peanut butter or cheese sandwich, fruit and milk at a cost of \$1.00.
- Sending meals from home with your child is another option that will not incur charges.
- For students with a negative cafeteria balance, an envelope will be sent home on a weekly basis and/or an email will be sent.
- An automated phone call will be sent for any students starting with a negative balance of .01 or more.

**Middle School and High School (6-12) charging policy as follows:**

- Students will not be allowed to charge breakfast.
- Students will not be allowed to charge extra milk or any ala carte items.
- Students will be allowed to charge two lunch meals before an alternative meal is provided.
- The cafeteria will provide an alternative meal that will consist of a peanut butter or cheese sandwich, fruit and milk at a cost of \$1.00.
- Parents or guardians will be notified for payment.
- Sending meals from home with your child is another option that will not incur charges.
- Students with two charges will be referred to the school administrator.
- An email will be sent on Friday for students with negative cafeteria accounts.
- It is the student's responsibility to keep up to date on their cafeteria account.

- An automated phone call will be sent for any students starting with a negative balance of .01 or more.

**Adults:** No cafeteria charges are allowed.

**All Grade Levels:** At the end of the school year, a student's cafeteria balance (both positive and negative) will follow them to the next school year. Refunds of a positive balance for students leaving the district or graduating may be issued by making a request to the Food Service Director. Funds may also be transferred to a sibling in the Southwest Dubois County School Corporation by making a request to the Food Service Director.

For refunds of students graduating, a check will be issued after approval by the school board's June meeting.

For refunds to students transferring to a different school district, a check will be issued after approval from the school board the following month.

For outstanding lunch debts, Southwest Dubois County School Corporation will have the option of retrieving the payment through small claims court. The filing fee will be charged to the debt owed.