

## **<sup>1</sup>Madison Local School District Lunch Charging Policy**

Students and staff in the Madison Local School District may pre-pay for school lunches utilizing our point-of-sale lunch account system. Lunches may be pre-paid daily, weekly, monthly, or even annually. Money may be deposited directly at the school cafeteria, or for your convenience, online. Online payments may be made by setting up an account on [www.myschoolbucks.com](http://www.myschoolbucks.com), where you can make deposits using a credit/debit card, monitor accounts, and even set up low balance reminders. Even if you choose not to make online deposits, setting up an account at [www.myschoolbucks.com](http://www.myschoolbucks.com) will allow parents to monitor spending, and set up low balance reminders. Parents may also download the free mobile phone app at [www.myschoolbucks.com](http://www.myschoolbucks.com) for additional convenience.

While the food service department at Madison Local Schools strongly discourages lunch charges, we understand that an occasional emergency may make it necessary. The following guidelines have been developed to help parents and staff understand the charge policy so that uncomfortable and awkward situations may be avoided, and allow students to have the most options in regards to their school lunch.

### **Elementary School**

Students at Madison Elementary School may charge no more than three regular school lunches and no extras.

After the third lunch charge, the student will be provided with a peanut butter or cheese sandwich and a carton of milk at a cost of \$.75. The alternative meal cost will be added to the student's debt. After five days of non-payment, or if steps have not been taken to apply for assistance, or if the parent/guardian has not contacted the food service department to make arrangements, the student's lunch privileges may be stopped. The cafeteria manager will monitor the student at lunch to ensure the student is receiving a lunch provided by the parent. It is strongly recommended that parents/guardians make meal payments in advance. Personal checks and cash deposits are accepted daily in each cafeteria or payments may be made online at [www.myschoolbucks.com](http://www.myschoolbucks.com).

**Low Balance Notification** – While parents may monitor balances and even set up low balance reminders at [www.myschoolbucks.com](http://www.myschoolbucks.com), the school will utilize the automated calling system to make low balance phone calls daily when students balance reach the following limits:

Balance between \$6.00 and \$0 – a reminder call letting you know that your student's balance is low.

Balance between \$0 and negative \$7.95– a reminder that your student balance is at zero or negative and your student is now accruing lunch charges. Students in the elementary school will be allowed three regular lunch charges before being offered an alternative lunch.

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<sup>1</sup> Edited 8/19/16

Balance between negative \$7.96 and negative \$11.70 – a reminder that your student’s lunch balance is approaching the charge limit and if not paid in full, your student will be denied a school lunch and it will become the parent’s responsibility to provide the student a lunch.

Balance in excess of negative \$11.71– a reminder that your student is no longer receiving a school lunch of any sort and it is the parent/guardian’s responsibility to provide the student with a lunch. The food service director and principal will be monitoring to ensure that a lunch is being provided by the parent/guardian.

### **Junior-Senior High School**

Students at Madison Junior-Senior High School may charge no more than two regular school lunches and no extras.

After the second lunch charge, the student will be provided with a peanut butter or cheese sandwich and a carton of milk at a cost of \$.75. The alternative meal cost will be added to the student’s debt. After five days of non-payment, or if steps have not been taken to apply for assistance, or if the parent/guardian has not contacted the food service department to make arrangements, the student’s lunch privileges may be stopped. The cafeteria manager will monitor the student at lunch to ensure the student is receiving a lunch provided by the parent. It is strongly recommended that parents/guardians make meal payments in advance. Personal checks and cash deposits are accepted daily in each cafeteria or payments may be made online at [www.myschoolbucks.com](http://www.myschoolbucks.com).

**Low Balance Notification** – While parents may monitor balances and even set up low balance reminders at [www.myschoolbucks.com](http://www.myschoolbucks.com), the school will utilize the automated calling system to make low balance phone calls daily when students balance reach the following limits:

Balance between \$6.00 and \$0 – a reminder call letting you know that your student’s balance is low.

Balance between \$0 and negative \$8.70– a reminder that your student balance is at zero or negative and your student is now accruing lunch charges. Students in the junior-senior high school will be allowed three regular lunch charges before being offered an alternative lunch.

Balance between negative \$8.71 and negative \$12.45 – a reminder that your student’s lunch balance is approaching the charge limit and if not paid in full, your student will be denied a school lunch and it will become the parent’s responsibility to provide the student a lunch.

Balance in excess of negative \$12.46 – a reminder that your student is no longer receiving a school lunch of any sort and it is the parent/guardian’s responsibility to provide the student with a lunch. The food service director and principal will be monitoring to ensure that a lunch is being provided by the parent/guardian.