



BIG SPRING SCHOOL DISTRICT
Office of the Director of Food Services and
Student Transportation
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Handling of Students with Insufficient Point of Sales Funds

- A written copy of this policy will be distributed to parents and students at the beginning of the school year and is applicable to all students. An application for free/reduced breakfast and lunch meals will accompany this policy. The policy and an application for free and reduced meals will also be posted on the school's webpage. A copy of the policy will also appear in all student handbooks.
- All schools will operate the point of sales system to record all cafeteria food sales.
- **Students are permitted to charge meals, but may not incur more than three charged meals at any given time. All charges are limited to the days published meal and students will not be allowed to charge ala carte items.**
- Students are only permitted to charge the day's published meal. After three meal charges, the parent and student will be given a written warning explaining that the student has repeatedly had a problem with paying for his/her meal. The student and parents will then be required to make other arrangements for providing lunch, including a bag lunch from home. Once the debt is satisfied all cafeteria privileges will be returned to the student.
- Each school will maintain a list of students who have charged meals for the current school year, and the number of occurrences for each student. Prior to denying a meal to any student, without the funds available in his/her account, the list will be reviewed to determine if the student has already had at least three meal charges.
- Meals will always be provided to preprimary, young primary, and disabled students who may be unable to take full responsibility for deposits to his/her point of sales account. Teachers, administrators, and cafeteria employees may take responsibility for these students by accompanying them through the service line.
- The school will not deny receipt of a current meal to pay for a past due account, when the student is either prepaying or pays on a daily basis for meals.
- Administrators may request a consultation with parents to discuss payment of delinquent funds. If a student continues to accumulate debt the collection may be turned over to the district magistrate.