

Maryville City Schools Board of Education

Monitoring:

**Review: Biennially
in December**

Descriptor Term:

Procedures & Guidelines Lunchroom Charge Procedures

Descriptor Code:

7.2

Review Date:

03/19/18

Rescinds:

Last Revision:

Every student in Maryville City Schools is given an identification number that will be the student's meal identification number as long as they are in the district. The student is identified in the database as free, reduced or regular paying student. If the student is regular paying or reduced paying, he/she may make an advance deposit on his/her account from which the price of a meal will be deducted when he/she eats.

When a student eats (breakfast/lunch) the student or cashier enters the personal I.D. number into a keypad and the name or account automatically appears on the cash register window. The cashier and student acknowledge that the I.D. number is the correct number for that student. If a student has a low balance, the cashier verbally tells the student that he/she needs to bring money and continues to give a reminder daily.

Students are allowed to charge for their meals. No a la carte items can be charged with the exception of milk which can be charged at all elementary schools. Weekly automated phone calls will be made to parents of students with an outstanding balance of \$5.00 or more. Grade cards/summary reports may be held at the end of the grading period for students with an outstanding balance.

Maryville City School employees are not allowed to charge.