

Spring Hill ISD  
Policy for Meals Charged in Cafeteria

**POLICY**

Students will be allowed to charge up to \$ 10. After their charges reach \$ 10, they will be offered an alternate meal. The alternate meal will consist of a cold cheese sandwich, fruit or vegetable and milk.

**ADMINISTRATIVE PROCEDURES**

The child nutrition reauthorization act further prevents the cafeteria department from being responsible for collecting the charged amounts. The following administrative procedures are recommended in an effort to limit the number of charges and to collect amounts already charged.

- 1) Cafeteria staff will verbally remind each student daily if they owe for previous meals. On the first day that a student charges their meal, the student will be reminded to bring meal money for the next day and for the current day.
- 2) Cafeteria staff will send the list of amounts owed by students to the campus office on a daily basis. Negative notice letters will be printed and sent to the office on a weekly basis for amounts over \$10.00
- 3) The campus principal or designee at their discretion may:
  - a) First Attempt: Contact parents by phone and send home a free/reduced lunch form with the student, when amount is over \$10.00
  - b) Second Attempt: Contact parents by phone and mail a free/reduced lunch form to the parent, remind student, if arrangements have not been made.
  - c) Third Attempt: Will be a home visit with SRO Officer when the amount owed reaches \$50 or more per student. Parents will also be notified that we will take additional action up to and including contacting Child Protective Services.
  - d) Fourth Attempt: Will be to contact CPS if the amount reaches \$100 and after principal has ensured that all previous steps have been met.
  - e) Every effort will be made to maintain confidentiality related to these lists.
  - f) Principals will maintain the list to document the steps taken to try to collect the funds and notify the parents.
  - g) When the campus receives the free/reduced form, the food service director will be contacted immediately for same day processing, if possible. The lunch form must be original with parent/guardian signature to be processed cannot be faxed copy.
- 4) The food service director will present a list for payment approved by each campus principal to the superintendent for payment at the end of each semester. This list will include meals charged plus the cost of the alternate meal as required by the child nutrition reauthorization act.

**FOR MORE INFORMATION**

Mrs. Janet Albright is the child nutrition director. She can be reached by phone at 903-759-4404  
Email at [jalbright@shisd.net](mailto:jalbright@shisd.net)