

Procedure for the Collection and Payment for Charged Meals

The goal of North Canton City Schools Food and Nutrition Department is first and foremost to provide healthy and nutritious meals to our students so they can better function and learn at school. As a self-sustaining enterprise fund, our goal is to maintain the financial integrity of the nonprofit school food service account. We must generate funds through student and adult meal sales, snack sales, and federal and state reimbursements in order to pay all operating expenses.

When lunch money is forgotten, we have established the following procedures to:

- Treat all students with dignity and respect;
- Encourage parents to assume the responsibility of meal payments and to promote self-responsibility of the students;
- Establish consistent department procedure regarding charges.

Meal Charge Procedure

1. When a student has a negative balance in his/her meal account, we will automatically send an email/phone call reminder to the account's registered parent (guardian) alerting them of this negative balance.
2. All students can continue to receive and charge meals so that they receive the nourishment they need to function better at school, unless a student's parent (guardian) has specifically provided written permission to the school to withhold a meal.
3. There will be no charging meal accounts for extra entrée's, snacks, side dishes or beverages, unless the student has handled a food item that is not packaged and cannot be returned to the serving line to be sold, in which case the meal account will be charged for the extra item.
4. We do not offer alternate meals.
5. We do not shame students. We encourage parents to assume the responsibility of meal payments and to promote self-responsibility of the students.
6. If or when the meal account goes to a negative \$15.00, parents (guardians) will be notified via an email, phone call and/or letter home with the student or through the United States Postal Service that payment of all meal charges must be made. If after two attempts by the Food and Nutrition Department to reach parents are unsuccessful, then the school's counselors, principals or others will contact the parent (guardian) to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase school meals and offer any other assistance that is appropriate.
7. If, at the end of the school year, there is a remaining negative balance, this amount will be transferred to the student's school fees account, in which case the fees will need to be paid before the student can transfer records or graduate.

Meal Applications for Free or Reduced Meals are available on our website and paper copies can be requested at any time of the year simply by calling 330-497-5600. All information is kept confidential and at no time does the Food and Nutrition Department give out meal status information unless a parent requests that we do so, for instance, to have school fees waived.

This institution is an equal opportunity provider.