

Meal Charge Policy

- I. Calvary Academy recognizes that on occasion, students may forget to bring meal money to school. The goal of this policy is to treat all students with dignity and respect while promoting parental responsibility for meal payments and self-responsibility of the student. To establish practices that are age appropriate and minimize the fiscal burden to the Academy, Calvary Academy will allow students who may forget meal money or have run out of money on their lunch account to charge the cost of meals to be paid back to the Academy.

- II. To comply with State guidelines and maintain a system for accounting for charged meals, regarding both full and reduced-price meals, Calvary Academy shall abide by the following guidelines:
 - A. To waive all cost for students who qualify for free school meals after completing the National School Lunch Application.
 - B. To reduce the cost for students who qualify for reduced priced meals after completing the National School Lunch Application.
 - C. Any student in K-8th grade whose school meal account has a zero or negative balance will be allowed to charge a full meal. The student will be notified by a staff member that they are charging a lunch that day.
 - D. Any student in 9-12th grade whose school meal account has a zero or negative balance will be allowed to charge either a full meal or an a la carte item. The student in 9-12th grade will only be able to charge a full lunch if they are on the reduced priced lunch program. The student will be notified by a staff member that they are charging a lunch that day.

- III. To maintain fiscal responsibility in the collection of meal charges, Calvary Academy will abide by the following guidelines:
 - A. The Academy Business Office will notify the parent(s)/guardian(s) either by phone call, letter and/or by email once a week to inform the parent(s)/guardian(s) of the negative balance on the student's lunch account and ask for immediate payment.
 - B. If the parent(s)/guardian(s) has not made any payment in an effort to reduce the negative balance or fails to bring the student's account in good standing, the administration may:
 1. Charge the parent(s)/guardian(s) school account the balance owed on the meal account.
 2. Allow the balance to be carried over into the next school year.
 3. Delay the issuance of report cards, transfer official records, or issue an official transcript until the account is paid in full.
 4. Refer the account to a collection agency.