

Hello, on behalf of the Nutrition Group I wanted to introduce myself. My name is Michele Fisher and I am the new Director of Food Services for the Salem City Schools and I run the school programs through the Nutrition, Inc. I would like to address our policy in regards to charging lunches. The policy at each school may be different, so please be sure to identify the school your child attends for the correct policy. Starting on Monday, November 25, we will begin implementing the new policy below. We can keep our lunch prices much lower when we get these situations under control and we are trying to do that for you and our students. Thank you for your help and understanding.

The policy for charging lunches at Buckeye Elementary is as follows:

1. We understand that there may be times when a family forgets to send in money, the student forgets to give lunch money to his/her teacher, the money gets lost, etc. When this happens, we will provide the student with a lunch but only allow them to charge up to \$10 maximum total.
2. Any unpaid lunches should be paid for immediately. If we notice there is an unpaid balance we will send a friendly reminder home (in case a family wasn't aware the student got lunches but didn't pay for them).
3. Unpaid charges will result in the following:
 - a. A verbal reminder to student
 - b. A written reminder sent home with the student
 - c. Automated telephone call home
 - d. Letter sent home
 - e. Meeting between the school principal and the parent/guardian

**We wanted to let you know that some families may qualify for free or reduced cost lunches. Please feel free to call or send in a note if you have questions or would like us to send you a free/reduced lunch application.

The policy for charging lunches at Reilly Elementary is as follows:

1. Students will only be permitted to charge up to \$10.00 at any given time.
2. After the charge reaches a negative of \$10.00, the student will be provided with an alternative meal (ie., lunch meat or peanut butter sandwich, fruit, vegetable, milk), and his/her account will be charged \$1.00 additional to cover the price of that meal.
3. If a student has cash, but owes money to his/her account, he/she can only buy a regular breakfast and/or lunch for that day.
4. Unpaid charges will result in the following:
 - a. A verbal reminder to student
 - b. A written reminder sent home with the student
 - c. Automated telephone call home
 - d. Letter sent home
 - e. Meeting between the school principal and the parent/guardian

5. When a student's account has a negative balance, only full lunches or breakfasts may be charged. There is no charging for ala carte items. (i.e., if a student's account is negative, he/she will not be able to charge the cost of ice cream for example)

The policy for charging lunches at Southeast Elementary is as follows:

1. Students will only be permitted to charge up to \$10.00 at any given time.
2. After the charge reaches a negative of \$10.00, the student will be provided with an alternative meal (ie., lunch meat or peanut butter sandwich, milk), and his/her account will be charged \$1.00 additional to cover the price of that meal.
3. If a student has cash, but owes money to his/her account, he/she can only buy a regular breakfast and/or lunch for that day.
4. Unpaid charges will result in the following:
 - a. A verbal reminder to student
 - b. A written reminder sent home with the student
 - c. Automated Telephone call home
 - d. Letter sent home
 - e. Meeting between the school principal and the parent/guardian
5. When a student's account has a negative balance, only full lunches or breakfasts may be charged. There is no charging for ala carte items. (i.e., if a student's account is negative, he/she will not be able to charge the cost of cookies for example)

Salem High School and Junior High School:

1. **Charging is not permitted.** Students that have no lunch money or forget their lunch will be provided with an alternative meal (ie., lunch meat or peanut butter sandwich and milk), and his/her account will be charged \$1.00 additional to cover the price of that meal. This privilege may be revoked at any time if it is deemed that it is being abused.

All Buildings

A student can only use money in their account for cafeteria purchases and may never "withdraw" cash from their account. At the end of the school year, students should use up any money left in the account. Refunds will not be issued for any balances remaining in the account.

If a student leaves the district (i.e., moves to another school, graduates, etc.), balances will be refunded if all other financial obligations to the district are met (i.e., student fees, fundraiser monies, books returned, etc.) if requested in writing to the Treasurer's office at 1226 E. State St., Salem, OH 44460.

A check will be issued only upon confirmation of the balance by the cashier or cafeteria manager and verification from the building principal and secretary that all other obligations have been met. Furthermore, participation in graduation ceremonies may be affected for non-payment of fees.

