

Clear Lake Community Schools

Negative Balance Policy

Clear Lake Schools are committed to providing nutritious meals to students & staff who choose to participate in our school meals program but also feel strongly that there is an obligation to take care of debts in a timely manner. There is a responsibility on the part of the students, staff and parents/ guardians to satisfy all financial obligations to the meals program. In order to continue to provide the students, staff and parents/ guardians with the best possible service, clarity and accountability surrounding the school meals program the following procedures regarding meal accounts have been implemented:

ELEMENTARY STUDENTS

- Student accounts may not exceed -\$25.00
- Students that have reached or exceed that negative threshold will be offered a sack lunch for a maximum of (3) days.
- No ala carte items or milk may be charged

Low Balance emails are sent out daily.

Every Monday Low Balance slips are given to teachers to be sent home in backpacks for an additional reminder.

MIDDLE SCHOOL

- Student accounts may not exceed -\$25.00
- Students that have reached or exceed that negative threshold will be offered a sack lunch for a maximum of (3) days.
- No ala carte items or milk may be charged

Low Balance emails are sent out daily.

Every Monday Low Balance slips are given to teachers to be sent home in backpacks for an additional reminder.

HIGH SCHOOL

- Student accounts may not exceed -\$25.00
- Students that have reached or exceed that negative threshold will be offered a sack lunch for a maximum of (3) days.
- All High School Students must have cash in their accounts to purchase ala carte items even if they are free or reduced students. Ala carte items may not be purchased when an account has a negative balance.

Low Balance emails are sent out daily.

Food Service Staff give gentle reminders daily for those whose account are showing a low balance.

Students may use cash to purchase meals when their account has exceeded the set limit.

*Meal Assistance applications are accepted throughout the year for families needing assistance.

*Applications are available on-line under "Student Registration" on the district website or for pick-up at all of the school offices or at the Administration Office.

*We offer access in Parent Portal to allow parents/ guardians to monitor their student's daily activity and family balance. Account ID's can be obtained by contacting the IT Dept.

*On-line payment may also be made through Parent Portal, this offers the convenience of adding funds to your students account with a major credit card or debit card. Recurring payments are also an option.

STAFF/ADULT GUEST

- Staff accounts need a positive balance to make purchases or cash will be accepted.
- Adult Guest will need to have cash for lunch purchases unless there is money in their students account.