

Garrett-Keyser-Butler CSD School Lunch Charge Policy

School breakfast and lunch accounts can be funded through multiple methods:

- Cash or check.
- Send Money To School. Simply log onto the GKB school website at www.gkb.k12.in.us and click on the "Parents" tab at the top right. Then click on "Send Money To School" and follow the instructions.
- A "No Cash Back" policy will be followed when students pay for their breakfast or lunch while in the serving line. All monies paid will be deposited into the students account.

It is strongly encouraged that parents/guardians make meal payments in advance.

If you are unable to pay for school meals due to your economic situation, please contact the Cafeteria Director. Assistance may be available and eligible recipients will receive the regular school breakfast and lunch at a free or reduced cost. Free/Reduced applications can also be found and filled out online. Follow the link on the school's website under the parents tab.

We strongly discourage meal charges, but we understand that an occasional emergency makes it necessary. The following policies will apply regarding charges.

Elementary School and Middle School (K-5) –The policy is as follows:

- Students that have charged two (2) meals or more will be referred to the Building Administrator.
- Parents will be notified and asked for prompt payment when meals are charged. Daily emails will be sent notifying parents of negative balances. Weekly letters will be sent home for any negative balance and for balances under \$15.00. Please check your child's backpack for these letters.
- A student is allowed to charge up to five (5) lunches. After the fifth lunch is charged, money must be sent to pay the charges. If there are financial problems, please contact the school cafeteria at 357-3117 to set up a payment program.
- Sending meals from home with your child is another option that will not incur charges.
- The school will provide an alternate meal to any student that has outstanding charges consisting of peanut butter or cheese sandwich and a milk. This will go into effect after the fifth day of the school year.
- Ala-carte items may not be charged at any time.

Middle School and High School (6-12) – The policy is as follows:

- Students that have charged two (2) meals or more will be referred to the Building Administrator.

- Parents will be notified and asked for prompt payment when meals are charged. Daily emails will be sent notifying parents of negative balances.
- A student is allowed to charge up to five (5) lunches. After the fifth lunch is charged, money must be sent to pay the charges. No additional charges will be allowed.
- Sending meals from home with your child is another option that will not incur charges.
- The school will provide an alternate meal to any student that has outstanding charges consisting of peanut butter or cheese sandwich and a milk. This will go into effect after the fifth day of the school year.
- Ala-carte items may not be charged at any time.

Adults – No charges allowed.

All Grade Levels - At the end of the school year, a student's balance (both positive and negative) will follow them to the next school year. Refunds of a positive balance for students leaving the district or graduating may be issued by making a request to the school Cafeteria Director. Funds may also be transferred to a sibling in the Garrett-Keyser-Butler Community School District by making a request to the school Cafeteria Director.

An unpaid balance in the student's school lunch account may be taken to Small Claims Court after 30 days.

Amended: July 27, 2015
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