

**I. Purpose of the Policy**

This policy aims to communicate to households how the DISD Food and Nutrition Services department will provide meals to students when they have a zero or negative balance in their accounts and do not have funds to pay for a meal at the point of service. The goals of this standard practice are:

- To treat all students with dignity about their meal account in the serving line.
- To establish a consistent district policy regarding meal charges and collection.
- To minimize excessive student meal debt in Dickinson ISD.

**II. Policy Communication**

The Food and Nutrition Services department will ensure this policy is provided in writing to all households at the start of each school year and to households that transfer to the school district during the school year. It must also be provided to all school staff that may assist students in need. Student handbooks and the DISD Food and Nutrition Services website will also include the charge policy.

**III. Administration**

The process and procedure will be for all Elementary, Middle, Junior High, and High School students for handling meal account balances and charges.

- **The district will allow all grade level students (Pre-K-12) to charge two lunch meals, equal to \$4.50/\$5.00/\$5.50 dependent upon the campus your student is attending.**
- **When the two-charge limit is reached, students attending Elementary, Middle, and Junior High School (Pre-K-8) campuses will be offered a courtesy meal, and students attending Dickinson High School (9-12) will be offered a fruit and milk.**
- **A la carte items and additional entrée purchases may not be charged.**
- **Notifications to Parent or Guardian of meal account balances:**  
The district will send out reminders weekly when a student's account balance is negative. An automated email will be sent daily when a student's account is negative.
- **Administration Assistance:**  
Student accounts that remain negative for one month will be forwarded to the campus administration.
- **Grace Period and allowable meal charges depleted:**  
The parent/Guardian is expected to pay charges promptly.

**If charges occur before an application for free and reduced meals is approved, the charges must be paid.**

The district is not allowed to charge a fee or interest in connection with meals purchased by students during the grace period. When the school district notifies the student's parent or guardian that the student has a negative balance, the district may set a repayment schedule for the meal charges.

Parents may elect to deny their children charge privileges. The request will be notated in the student's account.

**All students are assigned a student ID # when enrolled. All students have their own meal account and money can be deposited into their account during school hours or online using Lunch Money Now. <https://www.lunchmoneynow.com/lmndks/splash.php>**

**Parents can check a student's balance and meal history by using Lunch Money Now, contacting the school cafeteria manager, or calling the FNS office at 281-229-6012.**

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