

Roxton ISD Cafeteria Charge Policy 2018-19

STUDENTS

The cafeteria allows students to charge up to \$15.00 of meals and meal items with parent/guardian permission and cafeteria approval. A completed, signed credit application form must be on file. Students who do not return this form, will not be allowed to charge. **Students who have outstanding balances of \$15.00 or more, from the previous school year, will not be allowed to charge.**

- Parents may choose what types of items a student may charge: Meals, extra entrees, extra milk, extra side items (fruit/vegetables).
- Parents may set a limit lower than \$15.00.
- **No student may charge snack items (chips, ice cream, cookies, etc.). No exceptions.**

Parents must supply an active email address and consent to having a free MySchoolBucks account set up with email alerts going to the address provided. A mobile app is also available for free.

- Parents will receive low balance alerts via MySchoolBucks
- The school will use this email address to contact parents about balances due.
- Students in 6th-12th grades must also agree to a free MySchoolBucks account with email notices coming directly to them.

MySchoolBucks allows you to see exactly what purchases are made and when payments are posted. If you do not have access, you may request the cafeteria to provide a printed copy of all purchases made by your student.

OVER LIMIT RESTRICTIONS

- Once a student reaches the \$15.00 limit, he or she will not be allowed to charge¹. The following actions will be taken:
 - Full price students who do not bring funds or a meal, may receive an emergency meal:
 - Example breakfast: Plain Cheerio's cereal, fruit or juice, plain milk.
 - Example lunch: Cheese Sandwich, carrot sticks, fruit of the day, plain milk.
 - Students may have report cards held.
 - Students with balances will not be allowed to transfer schools.
 - Students with a balance owed of \$15.00 or balance accruing over a 6-week period will not be able to participate in extra activities, such as field trips.

PREPAYMENT OF FUNDS

Anyone may place funds on account to be used for purchases in the cafeteria. Students will not be allowed to use the funds for snacks or extra meal items without parent permission. A permission form is available. We regret that we are unable to separate snack money from meal money within our system.

The cafeteria accepts cash and checks on campus. Payments may be made using a debit/credit card on MySchoolBucks.com.

STUDENT BALANCE NOTICES

- Low balance notices will automatically be emailed to parents from MySchoolBucks.com. This is an automated system. Parents must opt-in to receiving these messages.
- Zero and negative balance notices will be sent home as follows:
 - First notice via the student in a sealed envelope
 - Second notice via US Mail to the student's address of record
 - Third and subsequent notices via US mail to the student's address of record
 - Additionally, we will try to reach you by phone
 - During this time period, your student may continue to accrue charges through the second school week after the first notice is sent home.
 - If payment is not made during these two weeks, your student will no longer be allowed to charge until the balance is paid in full.

TEACHERS AND STAFF

Teachers and Staff will be allowed to charge any cafeteria items. Accounts must be settled by the end of each month. Email notices will be sent monthly. All employees will have a MySchoolBucks account set up for them so they may track their purchases.

GUESTS

Parents and siblings of students may charge to a student's account providing the account is in good standing. We regret that we are unable to set up accounts for those not employed by or attending the school.

¹ Roxton ISD complies with TX HB02159 in its process to resolve student debt.