

Charge Policy

Trion School Cafeteria

Students and adults will have an account with Trion School Cafeteria so they may deposit money by cash or check or through MySchoolBucks.com, as often as needed in order to pay for their meal or a la carte purchases. There will be no maximum or minimum deposit amount. The deposit should be placed in an envelope with the name, account number, amount, and either cash or check written on the envelope. The deposit may be turned in to the cafeteria manager or a cashier, the school office, or placed in the lock box outside the cafeteria entrances. These boxes will be checked daily during school so the money can be credited to the account. The cafeteria will keep the deposit envelopes for reference for at least 90 days. Once money is deposited into the account, the student cannot withdraw this money. Parents can request a refund in writing or in person. A link to the MySchoolBucks.com website is on the Trion City Schools web page so that account balances and purchases may be checked or deposits made. MySchoolBucks.com does charge for transactions.

In the event a student does not have money in their account, they will be allowed to charge a meal, but cannot charge a la carte items. If the student's account has a negative balance of more than \$10.00, the cafeteria manager may call the parent to discuss payment. Notice of any negative balance will also be communicated to parents by the cafeteria sending letters home monthly or bi-weekly with the students, so that parents know a deposit needs to be made. The cafeteria will ask that the principals help support the cafeteria in collecting unpaid balances. Privileges may be taken away from students, according to what is age appropriate. Examples include field trips, dances, or other extra curricular activities, if the cafeteria has made efforts to collect a balance that has still been unpaid. If a student withdraws or graduates and leaves an unpaid balance, grades and transcripts could be withheld.

New students will have an account created once the office notifies the cafeteria manager they have enrolled. The new student will be placed in a paid status unless information is provided to show free or reduced eligibility. The student will be allowed charging privileges the same as other students where meals and a la carte items are concerned.

Parents can call to request an account balance or transaction history report to see purchases and deposits. At a parent's request, the cafeteria can also put blocks on extra purchases or limit on amount of purchases.

Adults charging meals should not exceed more than \$20.00. Letters concerning negative balances will also be sent out to adults. Adult accounts can be created by the cafeteria manager, if one does not already exist. However, an account is not necessary to make a purchase in the cafeteria. If adults' accounts go unpaid, the principal will be asked to become involved. The adults' supervisor should be sure the balance is paid if the adults' employment with the school system is ending.

If a student withdraws or graduates, they are expected to pay any negative balance or will receive a refund if there is a positive balance. The elementary, middle, and high school offices are expected to make every effort to contact the cafeteria when a student is withdrawing so the balance on the account can be handled accordingly.

Any questions can be directed to Ericka Young, Nutrition Manager of Trion City Schools, at 706-734-2638 or email ericka.young@trionschools.org.