



## High School Charge Procedure

In emergency situations, students may charge a lunch/breakfast up to 5 times. Parents are encouraged to keep lunch/breakfast accounts up to date. After 5 charges a student may receive an alternate meal unless an arrangement for payments has been made with the school cafeteria manager or School Nutrition Director. When excessive charges occur, parents will be contacted to determine when the money will be paid and/or to explain the convenience of paying for school meals in advance. Based on federal law, any unpaid balances at the end of the school year must be paid. Students with outstanding charges may not purchase a la carte items. Students will not be allowed to purchase a parking permit, exempt exams or walk at graduation until their outstanding balance has been paid. Payments may be made by the day, week or month by cash, check or online at [www.myschoolbucks.com](http://www.myschoolbucks.com)

Applications are available online and also through your school cafeteria or the Morgan County Board of Education.

## USDA Nondiscrimination Statement

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.