




ST. JOSEPH CATHOLIC SCHOOL, OST
FOOD SERVICES

12917 E. Maple Grove Rd. Mount Hope, KS 67108

PowerSchool

Parents are personally responsible for keeping up with their student's lunch balance via PowerSchool. There are two ways you can view your student's lunch balance:

1. Login to PowerSchool or download the app on your personal device: *Mrs. Spexarth will send home a letter with login credentials and instructions on how to login once all students have been enrolled into PowerSchool. The app looks like this  and our district code is KNBG for those that already know their PS login credentials.*
2. On the right hand side of the page, scroll down and click on 'Balance'
3. If your student's lunch account has a positive balance, you will see the balance amount in green. If it is negative, the balance amount will appear in red.
4. If you have more than one student, you can switch between their profiles by clicking on their name in the top, left hand corner of page. This will take you to that student's profile so that you can view their balance.

You can also set PowerSchool up to send you email notifications of your student's lunch balance. Here is a screenshot of how to set that up:

The screenshot shows the PowerSchool user interface. On the left is a navigation menu with the following items: Grade History, Attendance History, Email Notification (circled in red), Teacher Comments, School Bulletin, Balance, Account Preferences, Demographic Change, Honor Roll, My Schedule, School Information, and InfoSnap Student Registration. The main content area is titled "What Information Would You Like to Receive?" and contains the following options:

- Summary of Current Grades and Attendance.
- Detail Report Showing Assignment Scores for Each Class.
- Detail Report of Attendance.
- School Announcements.
- Balance Alert (Note: will only be sent when student is low on funds).

Below these options is the "How Often?" section with a dropdown menu set to "Daily" (circled in red). The "Email Address" field contains "johnsmith@sjost.com". There is an empty "Additional Email Addresses" field with the instruction "(separate multiple email addresses with commas)". At the bottom of the form are two checkboxes:

- Apply These Settings to All Your Students?
- Send Now For Abbie?

A "Submit" button is located in the bottom right corner of the form area.

Unpaid Student Lunch Policy/Procedures

Once an individual student's lunch balance becomes negative, parents will receive notification. If a single student's lunch balance drops below (-\$10.00) parents will receive written notification. If a single student's lunch balance drops below (-\$20.00) parent's will receive both written and verbal notification. If a single student's lunch balance drops below (-\$40.00), parent's will be notified of potential further actions necessary if a payment is not received promptly. If a single Family accumulates a negative balance of \$100.00 or more, parents will be notified of potential further actions necessary if a payment is not received promptly.

If payment is still not received, that account will be considered delinquent. Students will no longer be served lunch if payment is not received or arrangements are not made through the school office or food service office, three days after an account is considered to be delinquent.

Negative year-end balances, regardless of amount, must be paid by the last day of the current school year; after which time if unpaid the account will be considered delinquent. Failure to respond or send payment one week after the last day of school will result in notification requiring payment, and/or arrangements be made with the food services director or school administration the following day, or students will not be served at the beginning of the next school year.

Students who do not bring a home sack lunch to school when school lunch has been denied due to a delinquent account, will be provided a reimbursable meal of milk, peanut butter & jelly sandwich and fresh fruit.

Delinquent accounts with no attempt to pay, contact the food service office or school administration, will result in a mandatory meeting with the Pastor, Principal and Food Services Administration.