

Lunch Program

- Parents will be responsible for ordering their own child's lunch (both campuses) and break (secondary campus only) each week via Renweb. You will have the ability to order lunch and/or break for one week prior to each Monday. **Please understand that your child will not receive any type of lunch or break food if you have not ordered in advance on Renweb.**

Local vendors include:

Daily: salads, baked potatoes, and PB&J (both campuses)

Monday: Jason's Deli

Tuesday: Double Dave's

Wednesday: Chick fil A

Thursday and Friday: School kitchen

The attachment includes vital information and detailed instructions you will need to know when ordering. ***Please read ALL information in order, from the top of the page, prior to ordering.*** Ordering from the Renweb App is an option as well and the directions are similar to the instructions attached.

The most important change is that families who have an unpaid or outstanding balance from last year may be either limited to what they can order OR be disabled from ordering all together. All credits and bills from the previous school year have rolled forward.

Here is how to check your balance on Renweb:

1. Log into your Renweb account
2. From the main menu, select **Family Information**
3. Under that tab, click on **Family Billing**.

***** A NEGATIVE BALANCE INDICATES A CREDIT ON YOUR ACCOUNT. *****

***** A POSITIVE BALANCE INDICATES AN *OUTSTANDING BALANCE THAT IS OWED THE SCHOOL.* *****

If your family balance from last year is between \$50 - \$100, (a positive balance indicates you OWE that amount) your child will be limited to ordering a baked potato OR a PB&J sandwich.

If your family balance is OUTSTANDING BEYOND \$100, your lunch order will not be processed.

Please contact your campus admin assistance or assistant principal with any questions regarding your account.

Points to remember when ordering food....

- Weekly orders open each Monday PM *before* the next school week.
- Weekly orders close on Sunday at midnight for THAT week. *Orders are FINAL after this time and no edits can be made thereafter.*
- Food is charged to your account after lunch each day. Any instructions on the printed menu that say your account has been paid are NOT valid.
- All Secondary lunches come with a drink (lemonade, tea, etc., like offered in the past).
- Check your balance weekly following these instructions:

1. Click on the **Family Information** tab
The Family Billing screen can be seen here at the bottom right, OR
2. Click on the **Family Billing** tab.

**** A negative balance indicates a CREDIT. ****

Please keep your balance current!

- A student whose family owes a balance of \$50-\$100 will be limited to ordering baked potatoes or PB & J only.
- A student whose family owes MORE than \$100 will NOT be able to order lunch.

How to Order School Food through Renweb

1. Log into Renweb
2. Select **Student Information** at the left tab
3. Select **Lunch Tab** at the left tab
4. Select **Create Lunch Order** at the upper right of the screen.
 - This brings up the daily food ordering options including break and lunch.
5. Review each day and make your lunch/break quantity selections for that week.
6. When you are finished ordering, click on **Order Items** at the bottom of the screen.
The blank screen reading "Lunch Order Created" confirms your order.

To View and/or Print what you have ordered for the week:

1. Click on **Lunch** tab on the left menu.
2. On the main screen, click on the calendar to select this week's date.

This shows the week's menu with your order highlighted in blue.

3. Select **Print** to print to the screen and/or a hard copy.