

Book	Administrative Guideline Manual
Section	8000 Operations
Title	PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS
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8500D - PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS

It is the responsibility of the parents to provide for lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch. Breakfast or ala carte snacks cannot be charged. Lunches cannot be charged during the last week of school.

An elementary student (Grades K-5) may charge three (3) meals in succession and five (5) complimentary meals in succession. A complimentary meal consists of a cheese or peanut butter sandwich and milk and will be provided at no charge to the student. When a complimentary meal needs to be served, a note will be given to the teacher prior to meal service and will allow the student to contact their parent one more time. This advance notice will eliminate any embarrassment or surprises to the student and provide the parent with one more opportunity to pay the student's charge balance. An elementary student will be sent to the main office for assistance after the 8th charge.

A middle school student (Grades 6-8) may charge two (2) meals in succession and will receive three (3) complimentary meals in succession. A complimentary meal consists of a cheese or peanut butter sandwich and milk and will be provided at no charge to the student. When a complimentary meal needs to be served, a note will be given to the parent. This notice will eliminate any embarrassment or surprises to the student and provide the parent with one (1) more opportunity to pay the student's charge balance.

A high school student (Grades 9-12) may charge one (1) meal and receive one (1) complimentary meal (cheese or peanut butter sandwich and milk) in succession. When 12th grade students have a negative balance, the principal and guidance counselor will be notified in late April to collect their debt prior to graduation.

Disabled and handicapped students at all grade levels will continue to receive their school meals with no interruption while their parents are being contacted for payment.

Students' parents will be notified in writing and/or via weekly automated phone calls when negative balances are incurred.

Parents may also pay for school meals via the Internet through the District's Nutrition Services website.

At the discretion of each Principal, a school or private service fund may be established to pay for student's charged meals, rather than to offer the alternative meal. The Food & Nutrition Services Manager will work with each Principal to determine a payment schedule for these meals.

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