



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.

An elementary student (Grades K - 6) may charge three (3) meals in succession and five (5) alternative meals. An alternative meal consists of a cheese sandwich, fruit, and milk. Prior to meal service the student's teacher will be given a note to let the student know they will be receiving an alternative lunch that day and to allow them to attempt to contact their parent one (1) more time. This will eliminate any surprises on the child's part and provide the parent with one (1) more opportunity to pay the student's charge balance. An elementary child will be sent to the front office for assistance after the eighth charge.

A middle school student (Grades 7 - 8) may charge only three (3) meals until their charges are paid. There will be no charges allowed for high school students or for adults. 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.

A student's parents, teacher, and Principal will all be notified of the delinquency in the student's account each time it is necessary for the student to charge a meal to give the parents time to send a check or cash to school with their child.

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 Nutrition Services Manager will work with each Principal to determine a payment schedule for these meals.

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