

NEW GUIDELINE - VOL. 35, NO. 2

**PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED
MEALS**

It is the responsibility of the parents to provide for meals for their children while at school. However, it is important 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 meals. Students at all elementary grade levels will continue to receive their school meals with no interruption while their parents are being contacted for payment. Parents will be contacted until their charges are paid.

A middle school student (Grades 7-8) may charge two (2) meals at any time until their charges are paid.

A high school student (Grades 9-12) may charge one (1) meal at any time until their charges are paid.

There will be no charges allowed for adults.

Food Service cashiers will notify students when they have charged a meal. Once an account becomes delinquent, the Food Service Office will notify parents and if necessary, the teacher and/or principal. Families can make deposits to their account by sending in cash or check to the school or through our payment software. With a PaySchools Central account, parents can fill out the Free/Reduced application, view transaction history, set up low-fund notifications and even set auto-replenishment options.

This institution is an equal opportunity provider.