

Guidelines

OFFICE OF THE SUPERINTENDENT
Flushing Community School District

Operations
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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 5 meals in succession and 5 alternative meals. Prior to meal service, the student's teacher will be given a note to let the student know they may be receiving an alternative lunch that day and allow them to attempt to contact their parent. This will eliminate any surprises on the child's part and provide the parent with one 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 up to 5 meals at any time until their charges are paid. High School students will be allowed to charge one meal. Disabled and handicapped students at all grade levels will continue to receive their school meals with no interruption while their parents are 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 to give to the main office or the child nutrition department. 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 help 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.