

August 19, 2009

## POLICY ON CHARGED LUNCHES

The Supervisor of Nutrition Services is responsible for the overall task of overseeing the charged lunch process and delegating the implementation of procedures regarding charged lunches to the individual cafeteria managers.

Faculty and staff will NOT be permitted to charge at any grade.

### **K-5 Students**

In grades K-5, students may charge up to \$5.00 (breakfast and/or lunch) if the student forgets/misplaces their money. No student will be allowed to charge over this amount.

### **6-12 Students**

For grades 6-12 the debit limit is (1) Breakfast and (1) Lunch. The student must bring money the following day to receive a meal. No courtesy meals are given at the upper grade levels.

#### Procedures:

- The school principal and the Nutrition Services Office will be notified if a student remains on the 'courtesy' platter more than five days.
- The Nutrition Services Office will investigate the need for completion of a meal benefit form by the parent(s)/guardian.
- A computerized notice will be generated weekly in the school cafeteria, put in his/her teacher's mailbox, and given to the student to take home to the parent(s)/guardian.
- The cafeteria manager will provide the building principal with a list of students that have outstanding charges at the end of each marking period.
- The building principal will assist the cafeteria manager in collecting outstanding charges.
- When a payment is made, the student account will be credited minus the balance due.
- All charge collections are to be handled by the cafeteria manager, lead worker or cashier.
- Students with outstanding obligations will not receive transcripts for graduation or documents needed for district transfers until the debt has been paid. Students will not be admitted to school the following school year in accordance with District Policy #210.
- Meal charges will not be permitted during the last full week of school.