

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 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 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.

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 Food Service Department.

Parents may also pay for school meals via the Internet through the District's Food Service Department's website.

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

This institution is an equal opportunity provider.