

## STUDENT MEAL CHARGING

### Provision and Management Guidelines

Revised 08/16

Recognizing the occasional need for students to charge meals, the following guidelines are set in place as an equitable framework for collection procedures of negative balances in lunch accounts.

#### Primary/Intermediate Schools

When a student's lunch account has accrued a negative balance, a Notice and/or phone call will be used to notify the parent. Meals will continue to be charged up to \$5.00. When the student's account reaches the -\$5.00 maximum, **an alternative meal will be provided** until the charge is paid. A reminder of the negative balance will be sent home, as well as a phone call to the parent, no less than twice per week if the balance remains negative with no contact by the parent.

#### Middle School

Middle School students will be allowed to charge up to \$5.00 (including breakfast). When a student's account has accrued a negative balance, a Notice and/or phone call will be used to notify the parent. **Ala Carte items may not be purchased by students with a negative balance. Ala carte items may never be charged.** When the student's account reaches the -\$5.00 maximum, **an alternative lunch meal will be provided** until the charge is paid. A reminder of the negative balance will be sent home, as well as a phone call to the parent, no less than twice per week if the balance remains negative with no contact by the parent.

#### High School

High School students will be allowed to charge up to \$5.00 (including breakfast). When a student's account has accrued a negative balance, a Notice and/or phone call will be used to notify the parent. **Ala Carte items may not be purchased by students with a negative balance. Ala carte items may never be charged.** When the student's account reaches the -\$5.00 maximum, **an alternative lunch meal will be provided** until the charge is paid. A reminder of the negative balance will be sent home, as well as a phone call to the parent, no less than twice per week if the balance remains negative with no contact by the parent.

#### Adult Accounts

Adults are expected to pay for meals daily or in advance. If an adult account becomes negative, a notice will be given to the adult staff member. No further meals will be served until negative balance is paid.