

ADMINISTRATIVE PROCEDURE

Lunch Debt Procedures

District Wide

- After 5 charges the office notifies the parents/guardians by letter or email about the negative lunch account balance. They will be encouraged to consider using the FRL form, if qualified, or to set up a payment plan.
- No student will go without a meal, but will be provided a regular lunch at the normal student's cost. There will be no cheese sandwiches or other substitute meals.
- For excessive negative balances (\$25 or more), the building administrator will make a phone call to parents/guardians and offer a payment plan. If there is no response after 2 weeks, social workers will call the home to offer any supportive services they can provide the family.
- Year-end, unpaid balances will be added to registration fees the following year. Outside donations may be utilized, at the discretion of the Building Principal, to resolve exceptional negative balances.

Elementary

- A daily charge slip will be sent home, from the office, every day a negative balance exists.
- The year-end report card will be held until all debts are paid.

Junior High

- Students with negative balances may be made to eat in the office, when it is appropriate, to encourage payment.

High School

- By the end of senior year, or for any student transferring out, official transcripts may be held until the lunch debt is paid in full.
- Students may be disallowed to participate in the graduation ceremony as well.