

## CHARGE MEAL PROCESS POLICY

1. High school students will not be allowed to charge any meals.
2. K-8 students will be allowed to charge a maximum of ten (10) meals. During this period, the District will do the following:
  - a. Notify the student when their account approaches a negative balance and remind them to bring in the necessary money.
  - b. At the end of each week, automated calls will go out to parents of all students with negative balances, advising them that their children owe money to the lunch program and requesting payment.
  - c. When the charge balance reaches five meals, a personal call will be made to the parents advising them of the negative balance on their child's account and requesting payment.
  - d. When a student reaches ten charged meals, the next meal provided will be an alternative meal consisting of a cheese sandwich, milk, fruit and a vegetable. This meal, if accepted, will cost the same as a regular meal and will be added to the balance due to the district.
  - e. In order to identify students requiring an alternative meal, food services will notify the teachers the day before the students will be getting the alternative lunch. Those students will be given a special meal pass and placed at the front of the class lunch line. The student will be identified with the pass and given the alternative meal. The student will give the pass to the cashier as he/she goes through.
  - f. Addressing the problem of a student who continues to charge meals after receiving the alternative meal will be treated on a case by case basis.