

Procedure for students with zero or negative lunch account balances:

Grades K-5

- Students with a negative balance of \$5.00 or greater will receive an alternative meal (typically a cheese sandwich with fruit, vegetable and milk) and their account will be charged the normal meal price.
- Letters will be sent home with students and phone calls will be made to the homes to make parents aware of negative balances. Accounts must be brought current within a reasonable time frame.
- Meals are available to students who have not brought one from home. The child's account will be charged the full price of the meal. It is the parent's responsibility to notify the kitchen if they do not want their child to be supplied a meal if one is not brought from home.

Grades 6-8

- 1st Occurrence: Regular Meal is provided
 - Student's account is charged the price of a lunch
 - Cashier hands student a yellow memo to take home to notify parents
- 2nd Occurrence: Cheese sandwich lunch (includes fruit, vegetable and milk) is provided
 - A turkey sandwich substitute lunch is provided if allergy note on file
 - Student's account is charged the price of a lunch
 - Cashier hands student a red memo to take home to notify parents
 - Food Service Office crew calls home to notify parents
- 3rd Occurrence: No Lunch is provided

Grades 9-12

There is a "no-charge" policy at this grade level.

Note: Negative balances will carry over at the end of the school year into the new school year. Students will not be able to pick up their schedule at registration until negative balances are paid in full.