

## BOWLING GREEN SCHOOL DISTRICT PROCEDURE ON CHARGED LUNCHES

The Food Service Director is responsible for the overall task of overseeing the charged lunch process and delegating the implementation of procedures regarding charged lunches to the individual cafeteria managers.

**Faculty and staff will NOT be permitted to charge.**

### **K-5 Students**

In grades K-5, students may charge up to \$5.00 (breakfast and/or lunch) if the student forgets/misplaces their money. Once a student has reached this limit, they will be served a peanut butter and jelly or cheese sandwich and milk at ala carte prices.

Procedures:

- The school cashier will routinely print a patrons with negative balance report and phone parent(s)/guardian of students approaching the \$5.00 limit to notify them of their child's current balance.
- The school principal and the Food Service Director will be notified if a student reaches the \$5.00 limit.
- The principal will investigate the need for completion of a meal benefit form by the parent(s)/guardian.
- A computerized notice will be generated weekly in the school cafeteria, put in his/her teacher's mailbox, and given to the student to take home to the parent(s)/guardian.
- The cafeteria manager or cashier will provide the building principal with a list of students that have outstanding charges at the end of each marking period.
- The building principal will assist the cafeteria manager or cashier in collecting outstanding charges.
- When a payment is made, the student's account will be credited minus the balance due.
- All charge collections are to be handled by the cafeteria or cashier.
- Students with outstanding obligations will not receive a report card.
- Meal charges will not be permitted during the last full week of school.

### **6-12 Students**

For grades 6-12, the credit limit is (1) breakfast and (1) lunch. The student must bring money the following day to receive a meal. No courtesy meals will be given.

This Emergency Lunch Procedure shall become a permanent part of File EF: Food Services Management policy adopted by the Board of Education.