

LAUREL HIGHLANDS
SCHOOL DISTRICT

Approved 5/30/07

Effective Immediately

POLICY ON DELINQUENT STUDENT PAYMENTS

DISTRICT CAFETERIA CHARGE POLICY

This policy is designed for the convenience of the parents and students. We know that we sometimes forget, so we allow a student to charge a school meal **only up** to a total amount of \$5.00 before action is taken. A la carte selections are not allowed to be charged if a student is \$5.00 or more in arrears.

***Elementary School Students (Grades K-5) and
Middle School Students (Grades 6-8)***

When a student account exceeds \$5.00, the parent will be sent a letter by the Food Service Director stating the amount of money owed. Payment will be expected.

When a student account exceeds \$10.00, the situation will be referred to the Building Principal and a second letter will be sent to the parents by the Food Service Director. A telephone call will be made informing the parent or guardian of the situation and the student may bring a lunch from home until the balance is paid. Until the balance is paid, a peanut butter and jelly lunch will be offered to your child. Students will not go without eating. At no time will snacks be charged.

High School Students (Grades 9-12)

When a student account exceeds \$5.00, the parent will be sent a letter by the Food Service Director stating the amount of money owed. Payment will be expected.

When a student account exceeds \$10.00, the situation will be referred to the Building Principal and a second letter will be sent to the parents by the Food Service Director. A telephone call will be made informing the parent or guardian of the situation and the student may bring a lunch from home until the balance is paid. Until the balance is paid, a peanut butter and jelly lunch will be offered to your child. Students will not go without eating. At no time will snacks be charged.

Seniors will be expected to pay all their lunch charges before receiving their cap and gown. Money owed can be from previous years, not just

their senior year. Any unpaid balances of \$50.00 or more will result in referral to the District Magistrate for payment.

This policy has been implemented to insure that the lunch prices remain as reasonable as possible. By enforcing this policy, we feel students that pay on time and keep their accounts up-to-date will not have to suffer as the result of others who abuse the program.

Parents may advise the school cafeteria manager that they do not want their child to purchase snacks. This reminder will appear on the computer screen when your child goes through the cafeteria line and the child will not be permitted to spend money for snacks from their account.

If at any time you need to know your child's account balance, please call the Food Service office at 724-437-2821, ext. 1032.

If a child has a food allergy or special dietary need, please notify us immediately. If a child cannot have milk or dairy products with their meal, please provide us with a note from your doctor specifying a substitute beverage or item. This note must be renewed each school year.