

Board Approved 2/21/13

## LAUREL HIGHLANDS SCHOOL DISTRICT

### DISTRICT CAFETERIA CHARGE PROCEDURE

This procedure 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 \$10.00 before action is taken. A la carte and snack selections are not allowed to be charged if a student does not have positive cash balance.

### ELEMENTARY CHARGE PROCEDURE

When a student account exceeds \$10.00, the parent will be sent a letter by the Cafeteria Manager stating the amount of money owed. When a student account exceeds \$10.00 a call or letter will be made by our Student Notification System and any money owed will be referred to the building principal. When a student account exceeds \$20 the student may bring a lunch from home until the balance is paid in full. We will offer a soy or sunflower butter and jelly sandwich until the balance is paid. Students will not go without eating. At no time will snacks be charged.

### MIDDLE SCHOOL & HIGH SCHOOL CHARGE PROCEDURE

When a student account exceeds \$10.00, the student will be given a letter from the Cafeteria Manager stating the amount of money owed. A call to the home will be made by our Student Notification System and any money owed in excess of \$10.00 will be referred to the building principal. A student may bring a lunch from home until the balance is paid in full. We will offer a soy or sunflower butter and jelly sandwich until the balance is paid. Students will not go without eating. At no time will snacks be charged. Student activities will be curtailed until the bill is paid. 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.

### PEANUT FREE FOOD PREPARATION

Due the hazards of peanut allergies; the Laurel Highlands School District will not offer and/or prepare any of its food offerings with peanuts and/or peanut butter.

## **PROCEDURE ON DELINQUENT STUDENT PAYMENTS K - 12**

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

This procedure has been implemented to insure that the lunch prices remain as reasonable as possible. By enforcing this procedure, 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 Director at 724-437-2821, extension 1032.

If a child has a food allergy or special dietary need, please notify the School Nurse 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 year.