

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



SCHOOL LUNCH POLICY

Family Lunch Accounts: School lunch prices will be set annually and published on a yearly basis. School lunch accounts can be set up at the Administration Office. Lunch accounts are set up as a family account and then each student has a lunch number. Payments can be sent to any school for your family lunch account. It is the policy of Winner School District that all school meals should be paid in advance. All families should have a positive balance in their account at all times, unless special arrangements have been made by the parent/guardian with the school business office. Free and reduced lunch (F/R) applications are sent out in all student packets at beginning of the school year. Parents are encouraged to fill out F/R applications.

Lunch Account Balance Notification: Paper and electronic notices will be sent regarding overdue accounts. Parent/Guardians are encouraged to give their email addresses to the business office so notices can be sent electronically. Electronic notifications are sent out daily when accounts drop below a \$20.00 balance and will continue to be sent out until a deposit is made into the students lunch account. Paper notices will be sent out weekly when accounts are in the negative. Parent/Guardians can also contact the business office and obtain information so they can check their lunch account information on line.

Extra Meal/Ala Carte Charges: Elementary/MS/HS parent/guardians must contact the business office to allow their students to charge extra meals. Once high school parents give permission to charge extras, this also includes ala carte items. If you decide to discontinue the allowing of extra charging, you must notify the business office and your student of this change.

Negative Lunch Accounts: The policy will be enforced to all students as follows:

Once lunch accounts reach a negative \$75.00, students will not be allowed to charge extra meals/ala carte items to their lunch accounts. Parents/guardians will be notified by phone and given the following two options:

- a. Bring lunch accounts to a positive balance or make payment arrangements with the business office.
- b. Send a lunch from home or send cash to purchase a meal daily.

Uncollected Balances: Administrators are expected to protect patrons of the district by making a reasonable effort to collect all delinquent food service charges. The school board authorizes the business manager to utilize collection proceedings in regards to accounts that are delinquent at the end of the school year in the amount of \$300.00 or more and have not had a payment on them for at least 60 days. Costs for collection services will be added to the family account. Collection efforts may continue into a new school year.

Refunds: At the end of the year, if a family no longer has children attending school, moves out of the district, or becomes eligible for free meals, the family will be refunded any balance in the family account. Funds for families with students continuing the following school year will remain in the family account for the next school year.