

ADMINISTRATIVE RULE 763

AR 763 - CHARGING MEALS TO THE SCHOOL LUNCH PROGRAM

1. Students will be permitted to charge no more than \$15.00.
2. Nutrition Department Cashiers will alert students of low account balances of \$5.00 or less. Parent(s)/Guardian(s) of elementary students will receive a written reminder that is sent home with the student.
3. Parent(s)/Guardian(s) will be notified when lunch account balances are negative \$5.00. (See Exhibit A).
4. When a student's meal account balance reaches negative \$10.00, the Director of Student Nutrition and/or his/her designee will call the parent(s)/guardian(s).
5. Certified mail will be sent to parent(s)/guardian(s) of students with meal account balances of negative \$10.00. (See Exhibit B). This letter will be sent following the phone call at a time deemed appropriate by the Director of Student Nutrition.
6. No meals will be charged for adults or students not enrolled in the School District of Fort Atkinson.

Exhibit A

Student Information

Name:
Homeroom:
POS ID:
Balance:

Dear Parent(s)/Guardian(s):

Your child's meal account has a negative balance. Board Policy only allows students to carry a negative balance of \$15.00. We will not be able to provide your child with meals through the School Nutrition Program should the balance reach negative \$15.00. Please send enough money to cover the negative balance. You may also deposit funds at this time into your child's account to allow additional meals to be purchased from this account. You may deposit money online at www.fortschools.org/MySchoolBucks.

Please call me at (phone number) should you have questions about your child's meal account.

(Signature) _____
Director of Student Nutrition or Building Meal Coordinator

Exhibit B

Dear Parent(s)/Guardian(s):

Your child's meal account has a negative balance of \$(XXXX). After multiple reminders, a phone call, and a letter dated (DATE) to attempt to remedy this situation, your child's meal account continues to carry a negative balance.

As of (Date – Five school days from date letter is sent), we will no longer be able to provide your child with breakfast or lunch because of the negative meal balance. We believe proper nutrition is important and I would like to work with you to resolve this issue. Please send your child to school with meals prepared at home or send or deposit money into your child's meal account so we may continue to provide your child meals through the School Nutrition Program. You may deposit money online at www.fortschools.org/MySchoolBucks.

An application for free or reduced lunch is enclosed with this letter. Additionally, I am able to assist you by developing a payment plan or answering questions regarding free or reduced lunch. Please call me so we may remedy this situation.

Sincerely,

(Signature)
Director of Student Nutrition
School District of Fort Atkinson
920-563-7811, Ext. 1161