

North Star Academy
Policy Unpaid Meal Charge Policy
Board Approval Date: June 21, 2017



PURPOSE AND SCOPE

The purpose of this policy is to provide information to the Parents, Students and Faculty of North Star Academy regarding the Unpaid Lunch Policy.

POLICY

It is the policy of North Star Academy to notify students, parents and faculty of any negative balances regarding their lunch account. Listed below are the steps North Star Academy will take to ensure students and parents have the opportunity to correct any unpaid balances.

- a. Students will be notified verbally when they enter their lunch number informing them when their account reaches a negative balance.
- b. Parents will receive a phone call once a week informing them that their student has reached a negative balance on their lunch account.
- c. Students will still be served a hot lunch until their unpaid balance reaches -\$10.00
- d. Parents will receive a phone call once a week after their student reaches an unpaid balance of -\$10.00 and will also be reminded that their child will be served an alternate cold lunch until the unpaid balance is rectified, or 30 days with an unpaid balance of -\$10.00 or more has passed, whichever occurs first. The student will also be given a verbal reminder the day before they are served an alternate lunch. This reminder allows them the opportunity to bring a lunch from home until the unpaid lunch balance can be rectified.
- e. Students with an unpaid balance of -\$10.00 or more will be served an alternate cold lunch consisting of a peanut butter and jelly sandwich with a milk. If your student has a peanut allergy an alternate sandwich will be given. The alternate lunch will be offered to the students at the time the student enters his or her lunch number in the computer, and will be given as a sack lunch.
- f. After a period of 30 days with an unpaid balance of -\$10.00 or more, parents will be contacted and a payment option will be discussed for delinquent accounts. Parents will also be given further information regarding Free and Reduced Price Lunch Programs. The alternate lunch will no longer be served after the 30 days of an unpaid lunch balance.
- g. In order to balance our year end lunch accounts, 2 weeks prior to the last day of school students will not be allowed to purchase a hot lunch unless they have a positive lunch balance. Students with any form of a negative balance will be served the alternate cold lunch. A reminder will be given verbally to all students informing them of their current balance, and each household will receive a phone call with a reminder of this procedure before the action goes into effect.

North Star Academy offers Free and Reduced Price Lunch to students who qualify under the state and federal regulations. Prior to or at the beginning of each school year, North Star Academy provides Free and Reduced Price Lunch information and applications to parents. Information and applications are available on line at north-staracademy.com. Information and applications are also available in the office. You may contact North Star Academy with questions regarding unpaid lunch balances or Free and Reduced Price Lunch programs during normal school hours by calling 801-302-9579.

Signature:

Trudy Sorenson, Board President

Date