

[< Prev](#) [Next >](#)**To Policy**[Search District Regulations](#)[District Regulations TOC](#)

## District Regulation

### 8500 - LUNCH CHARGE COLLECTION

Section: Operations  
Date Created: June 2011  
Date Edited: December 2014

Pupils and staff are given the opportunity to charge the cost of lunch(es) to their account. The following steps will be taken for delinquent charges. For the purpose of this regulation, delinquent charges are considered amounts that exceed \$10.

**Pupils:**

1. Pupils in grades three through eight will be told verbally at the Point of Sale when their account is low or in arrears.
2. Charge letters will be generated each Tuesday and placed in the homeroom teacher's mailbox for distribution to pupils.
3. Pupils owing charges will only be allowed to purchase a lunch. They will not be allowed to purchase snacks or extras.
4. Certified letters will be mailed home to parents of students owing \$10 or more for 5 school days or more.
5. Any pupil who is delinquent more than \$20 after 10 school days from the date of the certified letter notifying the parents of the delinquency will no longer access to the District's online student information system via the parent portal. Once the lunch charges are paid in full, access to the online parent portal of the student information system will be restored.
6. Any pupil who is transferring out of district must satisfy all lunch obligations.
  7. In the event an account is delinquent more than \$20 after 45 school days from the date of the certified letter notifying the parents of the delinquency, the District may seek collection of the lunch charges through Small Claims Court.
8. Any family experiencing financial hardship should contact the office of the District Office of Special Services and speak with the School Social Worker.

**Staff:**

It is expected that lunch charges will not exceed \$10 dollars. In the event lunch charges exceed \$10, the staff member will not be able to charge until the amount owed is paid in full.

Issued: 23 June 2011  
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