

LUNCH CHARGE PROTOCOL

The Illinois State Board of Education has established a protocol for Outstanding School Food Balances. Adhering to ISBE's guidelines and after discussion with building administration, we have decided that our lunch charge total limit is the equivalent of three high school lunches: $\$2.55 \times 3 = \mathbf{\$7.65}$.

When charging a lunch, students should eat the subsidized school lunch as opposed to the snack bar or ala carte items.

The school may reach out to the parent or guardian of the student to attempt collection of the money owed. Parents can make payments on their unpaid balance.

Parents may load money on their child's lunch account with a debit or credit card through the Parent Portal or may send cash or check to the school office. When sending cash or check in an envelope to the school office, please note the student's name and homeroom teacher on the envelope.

If your income has changed and you think you may qualify for **free or reduced lunches**, please contact your school office for a lunch application.

Every effort should be made to clear all lunch charges by year's end. Parents will be made aware of any hold over charges before the start of the next school year. Excessive balances may be turned over to collections.