



STUDENT LUNCH TICKET POLICY

FORGOTTEN TICKETS

A student who forgets his/her lunch ticket will be given a \$2.40 lunch special (a peanut butter and jelly sandwich or alternative (if there are dietary concerns), a fruit and milk). The student will be asked to give their name and homeroom number. It is the responsibility of the student to present the forgotten ticket for this lunch within three days. If after three days the student fails to present this ticket, a note will be sent to their homeroom teacher as a reminder.

If there is no response from the student, the student's parent will be contacted by the School Lunch Manager. If there is no response/contact with the parent, the student will be counseled by the School Lunch Manager when the student returns to purchase or receive new lunch tickets.

LOST OR STOLEN TICKETS

When a student reports lost or stolen tickets to the School Lunch Manager, the School Lunch Manager will inform the student that they will be given three replacement tickets (only) for those lost or stolen. Additionally, the student will be told that written notification will be sent to the household informing them of the lost or stolen tickets. This notification will state that three lost tickets have been replaced and that lost tickets will not be replaced in the future.

The School Lunch Manager will talk with the student about security of lunch tickets, regardless of whether they are free, reduced or paid tickets.

The cashiers will be notified of the lost/stolen ticket numbers. Should anyone try to use one of these tickets, they will be asked to speak with the Manager. The student and Manager will meet with the respective housemaster or principal on this matter.

Under no circumstances will a student go hungry.



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STUDENTS WITHOUT MONEY AND UNPAID MEAL CHARGES

When a student gets to the register (point of sale) and declares that they have no money (or not enough money to pay for the items they have chosen), the cashier will ask the student to step aside and report to the Cafeteria Manager (usually on one of the registers) to talk about a resolution to the problem.

The Cafeteria Manager will ask the student if they know of anyone who will lend them money to pay for the lunch or they are sent to the House Office (Middle School or High School) to ask for a loan from that office to cover the charge. They are free to go to that person to ask for money; however, the lunch stays with the Manager.

If the student does not return with money, the Cafeteria Manager will make contact with the student to try to resolve the matter. If the Manager is not successful, the matter will be turned over to the High School Housemasters or the Middle School Principal for resolution.