

1 **Board Policies**

Blair-Taylor School District

2
3 **Series: 700**
4 **Section: 760**
5 **Policy #: 762**

SUPPORT SERVICES
FOOD SERVICE MANAGEMENT
LUNCH TICKET COLLECTION
PROCEDURES

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10 **Ticket Collection**

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12 Skyward's lunch module will be used in the food service program for recording lunch receipts.

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14 1. Each student in grades K-12 will be assigned a number. Monies paid on behalf of the
- 15 student will be recorded to his/her account.
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17 2. When a student becomes low in his or her account, an automated phone message will be
- 18 sent to the primary parent in the skywards student system indicating that the child's lunch
- 19 account is low. Once a student is in the negative, another voicemail message will go out to
- 20 the primary parent indicating that their child has a negative balance in his or her lunch
- 21 account. In addition, elementary students will receive a note home in their take home folder
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- 23 3. When a student's account balance is completely exhausted, he or she will be extended
- 24 credit for up to 10 dollars. A letter will be sent to parents or a phone call made to inform
- 25 them of the situation and the need to remedy it. If a negative balance continues a letter will
- 26 be sent home notifying parents or guardians that no further credit will be extended until the
- 27 bill is paid
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- 29 4. A student will not be extended credit for ala-carte items if he/she has a zero or negative
- 30 account balance.
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- 32 5. In the case of extenuating circumstances, additional credit may be extended to a maximum
- 33 of 5 additional meals.
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40 **LEGAL REFERENCE: S. 120.12(1) Wis. Stats.**

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42 **First Reading: 4/20/92**

Adopted: 5/18/92
Amended: 4/17/00
Amended: 2/19/03
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Amended: 3-21-16

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48 **Clerk:** _____