

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: OPERATIONS

TITLE: LUNCH TICKETS

ADOPTED: October 19, 2006

REVISED:

808.1. LUNCH TICKETS	
1. Purpose	The Joint Operating Committee adopts this policy to govern situations in which students do not have lunch money for a variety of reasons, or when their lunch accounts have insufficient funds.
2. Definition	For purposes of this policy, the term ticket means all forms of exchange, including daily, weekly or monthly paper tickets, money, cards, coins or tokens.
3. Authority	The Joint Operating Committee shall permit students to incur reasonable charges for replacement lunch tickets or special meal arrangements, and parents/guardians shall be contacted for payment.
4. Guidelines	<p>The school shall inform students and parents/guardians in writing of the school's policy regarding missing lunch tickets and the students' responsibility for their tickets. The notice shall be provided to all households at the time they begin participating in the lunch program.</p> <p>Three (3) lunch ticket replacements or special meal arrangements shall be allowed for each student within the school year. After three (3) ticket replacements or special arrangements, a reimbursable meal will be provided, and the student shall be charged full price.</p> <p>The school shall maintain a list of students who have reported missing lunch tickets in the current school year and the number of occurrences for each student. This list shall be reviewed to determine if the student already has three (3) ticket replacements or special arrangements prior to denying a meal to a student without a lunch ticket.</p> <p>At least one (1) advance written warning shall be given to the student and parent/guardian prior to refusal to allow additional meals or ticket replacements. The written warning shall include an explanation that the student has repeatedly had a problem with lunch tickets and that each subsequent time the student fails to have a lunch ticket, s/he is expected to bring a lunch or pay full price for lunch.</p>

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	Meals shall always be provided to disabled students who may be unable to take full responsibility for a lunch ticket.
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