

School Nutrition Services Procedures and Rules

- A parent(s) or guardian(s) of all students who wish to participate in the Butte School District No. 1 School Nutrition Services Hot Lunch program must complete and sign attached form 3520F-1.
- The parent(s) or guardian(s) must deposit money into the student's account before the beginning of the school year. It is the parent/guardian's responsibility to keep a positive balance in the student's account. An account is delinquent if the account balance is in the negative.
- Because the School District and School Nutrition Services care about the well-being of our students, students in grades K-6 will not be refused a reimbursable meal or milk even though their meal account is delinquent.
- School Nutrition Services will send out letters and/or call the parent(s) or guardian(s) when the student's account gets below a positive balance of \$5.00. If your account is delinquent, the parent/guardian must respond to the letter and/or phone call within seven (7) days.
- Any accounts that are delinquent by \$50.00 or more and the parent(s) or guardian(s) has not responded to the standard letter and/or phone call, will be sent a registered letter requesting payment within forty-eight (48) hours, or make arrangements to make account current. The letter will also include the statement that if the obligation is not met the account will be sent to a collection agency.
- If no attempt is made to satisfy the obligation, the account will be sent to collections. The parent(s) or guardian(s) will be responsible for the collection costs, including but not limited to, the principal amount, collection agency fees, attorney fees, and court costs.
- If an account is delinquent at the end of the school year the delinquent amount will be rolled over to the next school year.
- For student or family accounts that are delinquent more than \$30.00 any student on the account grades 7-12 will not be allowed to charge meals and must pay cash for their meals.
- Any student whose account is delinquent will not be allowed to charge Ala Carte items, extra milk, second entrees or second meals to their meal account but must pay cash for these items.
- According to Policy 3520, grades and diplomas may be withheld pending payment of delinquent account money.

For any questions concerning the above procedure or rules please contact the Butte School District School Nutrition Services at 406-533-2590.

Procedure History:

Adopted on: 03/16/09

Revised on: 12/21/15