



Hawthorn Academy Student Lunch Payment and Unpaid Meal Procedures Procedures

The purpose of these procedures is to clarify the process which students purchase their lunches and the responsibility of the school to provide lunch to students who fail to pay for their lunch.

1. Hawthorn Academy operates its lunch program on a cash basis – students are to pay for their lunch in advance. Lunch may be paid with cash, check or cashiers check. If the school receives two insufficient fund checks the school will require cash or cashiers check as payment for lunch.
2. Parents may pay for lunch in advance for the current school year only. An up-to-date account will be kept for each student. As it is the parent's/guardian's responsibility to be informed about their student's account balance, parents/guardians may request the current balance by contacting the school office during regular school hours.
3. When a student fails to have sufficient funds in their account to pay for lunch a minimal lunch will be provided. The minimal lunch consists of a grain, a fruit and a protein. A minimal lunch will be provided for a maximum of five (5) times during the school year. No exceptions will be made unless approved by the principal.
4. When a student has received five (5) minimal lunches he/she will be allowed to contact his/her parent or guardian during the lunch period, however the student will not receive lunch from the school.
5. A student will not be allowed to participate in the school lunch program until the balance for unpaid lunches is paid and a positive balance is established sufficient to pay for lunch.
6. Parents have until the last day of the current school year to inquire with the school office for reimbursements of funds still in the student's account if their child will not be attending HA the next year. The balance of funds left in the Withdrawn Students account will be transferred to the school's donation account. The balance of funds for Students who continue at HA the next year will be carried over.
7. If a student account has a balance due at the end of the school year, the student will not be allowed to participate in the lunch program the next year unless the balance is paid in full.
8. A la carte items (extra milk, water bottles and extra entree) can be purchased with cash or with the student's lunch account if the student has money in their lunch account. Students will not be allowed to go into debt in their lunch account in any amount for A la Carte items. A la carte will be offered during regular lunch service.

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