

**Charge Notice Procedure
Jonesboro Public Schools
Food Service**

Procedure for K-6 grades

1. Charge notices will be given to the student's teacher on Tuesday and Friday of each week. The teachers are to give these to the student to take home.
2. Charge notices will be given no matter how large or small the amount owed.
3. For amounts of \$5.00 and up the student will get a letter mailed to their home. This is in addition to the note sent home in the backpack.
4. For amounts over \$8.00, call the parents. If the parents cannot be reached, meet with the principal and ask for their guidance and help.
5. Each Friday, the principal will get a student charge list.
6. Each manager will keep a copy of the charge list on file with the date that the charge notices were sent home. Also note if one was mailed or a call made. Also note the outcome of the call.

**Charge Notice Procedure
Jonesboro Public Schools
Food Service**

Procedure for 7-12 grades

1. Charge notices will go out on Tuesday and Friday.
2. Charge notices will be given to the person that the school designates, in a sealed envelope with the student's name on it. This person will then make sure that the student gets the envelope.
3. Charge notices will be given no matter how large or small the amount owed.
4. For amounts of \$5.00 and up the student will get the notice at school and an additional notice will be mailed to their home.
5. For amounts over \$8.00, call the parents. If the parents cannot be reached, meet with the principal and ask for their guidance and help.
6. Each Friday, the principal will get a student charge list.
7. Each manager will keep a copy of the charge list on file with the date that the charge notices were sent home. Also note if one was mailed or a call made. Also note the outcome of the call.