

**INSUFFICIENT FUNDS RETURN CHECK POLICY
FOR ALL SCHOOL ACCOUNTS**

The Granby Public School in order to be fair and equitable to all students who pay fees by check has established the following policies for general fees and the school lunch program.

General Fees

If a student pays with a check for a school related expense other than the lunch program, and the check is returned to the school for insufficient funds, the Principal (or his/her designee) of that school shall notify the parent of the returned check and be required to resubmit the payment and pay a five (5) dollar returned check fee. If this occurs more than three times in a school year, the Principal shall notify the parent that his/her child will no longer be allowed to participate in the activity for which the payment was made until the account is up to date including the returned check fee.

School Lunch Program

If a student gives a check to a school lunch cashier and the check is returned to the school for insufficient funds, the Food Service Director shall notify the parent of the returned check and be required to resubmit the payment and pay a five (5) dollar returned check fee. If this occurs more than three time in a school year, the Food Service Director will notify the parent that his/her child will be served an Alternative Lunch each school day until the account is up to date. If the student is on Free/Reduced Lunch, the bank fee will be waived.

Adopted June 5, 2006

Granby Public Schools – 2006