

- Required
- Local
- Notice

CAFETERIA SERVICES MEAL CHARGING POLICY

The Northern Adirondack Central School District Board of Education recognizes that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote reasonable student behavior and minimize the fiscal burden to the districts Food Service Department, the Board will allow students who may forget meal money to “charge” the cost of meals to be paid back at a later date subject to the terms of this policy.

Intent

The intent of this protocol is to establish and communicate concise, reasonable, and updated expectations for staff response associated with request by individuals to charge meals provided by our cafeteria services. Guidance from the State Education Department food service division to our cafeteria manager and the Northern Adirondack Central School District are the foundations of this administrative protocol.

District meal charge policy goals are:

- To treat all students with dignity in the serving line regarding meal accounts;
- To support positive situations with district staff, district business policies, students and parents to the maximum extent possible;
- To establish policies that are age appropriate;
- To encourage parents to assume the responsibility of meal payments and promote self-responsibility of the student;
- To establish a consistent district policy regarding charges and collections of charges;

I. Lunch & Breakfast Charge Policy

Cafeteria policy for elementary and high school students limits students to three charged breakfast and lunches. A note is sent home daily in the elementary after the first charge and in the high school students are verbally reminded daily they are in need of money. After all three breakfast and lunch charges are charged on their accounts, students will receive a supplemental lunch, which consist of a

cheese sandwich, fruit and milk until their negative balance is paid in full. Students with *any negative amount* are not allowed to purchase a la carte items, including milk.

To notify parents having a negative balance, the following procedure will be in effect immediately. A telephone call and a letter from the cafeteria manager will inform parents of the charges and a free and reduced lunch form will accompany notification of the charges.

II. Blocks on Accounts

A parent/guardian may call the Food Service Director to place a block on their child's account to prohibit the purchase of ala carte items.

III. Checks Returned for Non-Sufficient Funds

When a check is returned to the Business Office for NSF, a letter will be sent to inform the parent/guardian from the Business Official. Payment for the NSF check must be in the form of cash, cashier's check or money order. Payment must be received within the (10) days of the date of the letter. If payment has not been received the amount will be reversed from the student's account.

IV. Refunds

A. Withdrawn Students

For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable.

B. Graduating Students

Students who are graduating at the end of the school year will be given a refund of their balance, upon a written request or by e-mail. Funds can also be transferred to a sibling's account upon written request.

V. Balances Owed at the End of Year

All accounts must be settled at the end of a school year. Letters will be sent home approximately seven days before the last day of school for students whose accounts are low.

Balances may be checked at any time by e-mailing the Food Service Director at lcarter@nacs1.org or by calling 594-3962 x3149.

1st Reading: February 16, 2009

Adoption Date: March 16, 2009