

MOON AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: CHARGING OF CAFETERIA MEALS

ADOPTED: October 19, 2005

REVISED: December 7, 2009

808.1. CHARGING OF CAFETERIA MEALS	
1. Purpose	<p>All students that attend the Moon Area School District are provided the opportunity to purchase breakfast and lunch at the school cafeteria in accordance with the National School Lunch Program (NSLP). The following guidelines shall be followed in instances where the student finds it necessary to charge their meal due to lack of available funds.</p>
2. Guidelines	<p>A NSLP free/reduced meal application should be sent home at the start of the school year and whenever a student's negative account balance reaches the 3-lunch level. No charging of ala carte items is permitted.</p> <p>At the start of the school year, parents and students will be encouraged to deposit money in their account so that adequate money is readily available to purchase school lunches and breakfasts. An amount of \$20 or more is recommended, so that students will be able to purchase at least five (5) lunches and five (5) breakfasts. This eliminates the need for the parent to send money with the student each day. This also helps increase the speed of the serving line so students have more time to eat lunch during their designated mealtime.</p> <p>All building principals will receive a monthly listing of all students enrolled at their building that have a negative cafeteria account balance. The cafeteria manager will provide a monthly notification letter that will be mailed to the parents of all students with a negative cafeteria account balance in excess of \$10.00.</p> <p><u>Elementary Students</u></p> <p>First Charge - The cafeteria cashier informs the student that they need to bring money to school the next day to pay for the meal charged.</p> <p>Second Charge - The cafeteria cashier reminds the student that they have an additional charged meal on their account and that they must bring money to school the next day. The cafeteria staff will also provide a negative account notification</p>

document and an envelope to be taken home to the parent. At a minimum, the notification shall include the balance owed and a copy of this policy. The envelope may also be used by the parent to facilitate the remittance process.

Third Charge - The student is reminded that they have three (3) charged meals on their account and that they must bring money to school the next day. A member of the cafeteria staff shall also telephone the parent to discuss the matter and provide a negative account notification document and an envelope to be mailed to the parent. At a minimum, the notification shall include the balance owed, a copy of this policy and a free/reduced meal application form. The envelope may also be used by the parent to facilitate the remittance process.

Fourth or More Charges - The student will continue to be reminded by the cashier that they need to bring money to school the next day and the parent will continue to receive monthly negative balance notifications. The cafeteria manager shall notify the building principal if the charges continue and the negative balance reaches \$50.00. The building principal shall send a letter (certified, return receipt) to the parent informing them of the serious nature of the matter. The letter shall inform the parent of the need to remit the money due within seven (7) calendar days to avoid having their child placed on the school district's alternate lunch program (described below). Students will be placed on the alternate lunch program and will not be allowed to purchase breakfast or a la carte items other than milk until their negative account balance is reduced to zero (\$0.00). The building principal may also, at their discretion, contact the parent via telephone to attempt to resolve the matter.

Alternate Lunch Program

The student will be served a lunch that meets all NSLP nutrition requirements with limited entrée choices. The meal will include all required NSLP meal components. The entrée component of the meal will consist of a cheese sandwich or a peanut butter sandwich. The other components will consist of a vegetable, a fruit and a carton of white milk. A dessert is not a NSLP required component and is not included in the alternate lunch. (Example meal: peanut butter sandwich, piece of fruit, carrot sticks, white milk.)

Students placed on the modified lunch program will not have limited entrée choices when participating in the breakfast program.

Middle School Students

Students at the middle school will be permitted to charge a maximum of three meals to their account. The cafeteria manager will provide a monthly notification letter that will be mailed to the parents of all students with a negative cafeteria account balance in excess of \$10.00.

High School Students

Students at the high school are not permitted to charge meals.

Other Considerations

The school district may pursue collection of negative account balances through appropriate legal measures.

If a student has a negative account balance at the end of any grading period, the school district will not release a report card, grade reports or high school transcripts until the negative balance is paid.

If a student has a negative account balance upon graduation, the student will not be authorized to attend the commencement ceremony and a diploma will not be issued to the student until the negative balance is paid.

If a student has a negative account balance at the time of their transfer to another school district, the school district will not provide student academic grade reports and transcripts to the receiving school district, unless required by law, until the negative balance is paid.

Note: The school district is required by law to transfer a student's disciplinary record to the receiving school district (24 P.S. 13-1305-A).