

The Johnson City Central School District Board of Education recognizes that on occasion, younger students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the district, the Board will allow students of particular grade spans who may forget meal money to “charge” the cost of meals to be paid back at a later date subject to the terms in this policy.

### **Intent**

The intent of this protocol is to establish and communicate concise, reasonable and updated expectations for staff response associated with requests by individuals to charge meals provided by Food Services.

### **Primary School, Intermediate School and Middle School**

- A child may charge three days maximum [one charge maximum per meal], until after charged meals have been paid. If after three instances when these charges are not paid, a notice/invoice will be provided for the parent/guardian, via the Food Services office after being notified by a member of the school’s Food Services staff.
- In the case of subsequent meal charging, the child will be provided with alternate meals rather than the regular school breakfast and/or lunch. These meals will consist of a bowl of cold cereal and white milk for breakfast, and a cheese sandwich and white milk for lunch. In the case of a child who is lactose intolerant, an alternative meal will be provided, if medically appropriate.
- The Food Services office will contact the parent and classroom teacher to resolve the matter of unpaid charges. If the parent does not respond within 20 school days, the building principal or designee will initiate family contact to discuss a plan for payment of these charges.

### **High School**

A child enrolled in the high school may not charge meals.

### **Adult Employees, Volunteers and Visitors**

Adult charging of school meals is not authorized.

**Additional Parameters for Food Services Staff**

- Allow charging only for regular meals, meaning what is on the menu, excluding extras and snacks.
- Use a computer-generated point of sale system, which identifies and records all meals as well as collects repayments.
- Charged meals must be counted and claimed for reimbursement on the day that the student charged [received] the meal, not the day the charge is paid back. When charges are paid, these monies are not to be considered “a la carte” transactions.

**Suspected Abuse of This Policy**

If Food Services staff suspect that a student may be abusing this policy, written notice will be provided to the parent that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

**Annual Notification by Principal**

The principal of each grade span will provide notice to all parents on an annual basis prior to the opening day of school, outlining the requirements of this policy. The policy shall also be published in appropriate school-based publications for each grade span.