

ADMINISTRATIVE REGULATION EFC-R

Fairhaven Public Schools Meal Charge Regulation

I. PURPOSE:

The purpose of this regulation is to establish consistent meal account procedures throughout the district. The goals of this regulation 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 parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges.
- To provide nutritional meals to students.

II. SCOPE OF RESPONSIBILITY:

The Food service department: Responsible for maintaining charge records and notifying the school district of outstanding balances

The School District: Responsible for notifying the student's parent/guardian with written documentation.

The Parent/Guardian: Immediate payment

III. ADMINISTRATION:

1. Student groups:

a) Elementary students: will be allowed to charge a maximum of \$10.00 (for the reimbursable meal only).

(1) These meals will include only menu items part of the reimbursable meal.

(2) After the balance exceeds the threshold, the student may be given a designated menu alternate¹. Sample:

Cheese sandwich + veggie sticks + fruit + milk²

b) Middle school students: will be allowed to charge a maximum of \$10.00. After this threshold is reached, no additional charges will be accepted.

¹ Designated Menu Alternate: Meets the nutritional qualifications of a reimbursable meal (2 oz meat/meat alternate, at least one serving bread/grains, ½ cup serving fruits/vegetable, and 8 oz 1% fluid milk.)

² Nutritional value of this sample menu: 565 calories, 25 grams protein, 2.5 mg iron, 700 mg. calcium, 890 IU Vitamin A, 55 mg. Vitamin C.

- c) High school students: will not be allowed to charge.
 - d) Staff members will not be allowed to charge.
- 2. No charges will be allowed for ala Carte foods and beverages.
- 3. Students with negative balances will be contacted by the food service department. This will be done either as a written letter, electronic e-mail, or phone call to the household.
- 4. For departmental record-keeping, the district should be notified monthly of all negative balances.
- 5. As of the first of June, all charging will be cut off:
 - a) Parents/Guardians will be sent a written request for "Payment in Full". (The deposit requests will be mailed home.)
 - b) All charges not paid before the end of the school year will be carried forward into the next school year.
 - c) Graduating seniors must pay all charges in full. Failure to do so may result in not being allowed to participate in the graduation ceremonies.
- 6. If a financial hardship is suspected, the principal families will be encouraged to apply for free/reduced meals anytime during the school year.
- 7. As advised by the state agency, negative balances should not incur against the food service revolving account.

S.C. Received: 10/10/12
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