

6641 PUPIL LUNCH CHARGES

In the event a parent(s) or legal guardian(s) of a pupil enrolled in the Glassboro School District does not prepare a lunch for their child or does not provide their child money to purchase lunch for a school day and to avoid a pupil going throughout the school day without proper nourishment, the school district will provide the pupil a lunch with the cost to be reimbursed by the parent(s) or legal guardian(s).

Pupil Lunch Charge Guidelines, Notification and Repayment Obligations:

1. Pupils at Rodgers, Bullock, Bowe and Intermediate Schools will be allowed to charge a **total of six (6) meals**. **There will be a no charge policy at Glassboro High School.**
2. After the **sixth** lunch charge, the pupil will receive a cheese sandwich, choice of 2 fruits and 2 vegetables along with a low fat milk choice that will be charged to their account **for an additional 12 days**. The food service manager or head cook will be required to approve such charges.
3. After the third lunch charge the food service manager will provide parent(s) or legal guardian(s) with written notification and documentation indicating the total amount owed for all charges. The pupil and/or parent(s) or legal guardian(s) shall be required to pay to the school's cafeteria manager or head cook the charge amount in cash or check made payable to the Glassboro School District Food Service or On-line at schoolpaymentportal.com.
4. If payments are not made within ten (10) days of the date of first notification, the District will send a second written notice from the Food Services Manager. The second notice will notify the parent(s) or legal guardian(s) that if payment is not made within one (1) week of the second notice, then lunch will not be served to the student until payment is made in full.
5. Matters that constitute a pattern of failure to provide lunch along with repeated non-payment will be referred to the social worker. The Social Worker will provide a copy of the Free and Reduced Meal Application and will discuss any other supports and services that are necessary and appropriate.
6. If, after referral to the Social Worker, the pattern of failure to provide lunch with repeated non-payment continues and/or supports offered by the Social Worker are refused, nothing herein will preclude the District from taking action in accordance with the law for violation of policy. Consequences will include removal of



privileges as necessary and appropriate and to the extent permitted by applicable law.

- a. The Social Worker shall notify the Principal of any action taken in accordance with this Policy.
 - i. If the Social Worker and the parent/guardian discuss supports to be provided and/or repayment schedule, any agreements will be subject to further approval. Specifically, the Social Worker will forward any proposed agreements for waiver of debts or repayment schedules to the Principal, Business Administrator and Superintendent for approval. If approved, the Business Administrator will confirm the arrangement in writing and forward to the Board of Education for approval of any debt write-offs or repayment agreements.
 - ii. If the Social Worker and parent/guardian do not agree on supports to be provided and/or repayment schedule or the parent/guardian refuses any offered supports, the matter will be forwarded to the Principal for further action.
- b. The Principal shall monitor any lunch balances that are not otherwise addressed by the supports offered by the Social Worker. If lunch balances continue for more than 30 days after Social Worker supports are offered, the Principal shall notify the parent/legal guardian in writing, that same will constitute a violation of this Policy and will result in a removal of student privileges. Privileges will not be reinstated until payment is made in full in cash or check made payable to the Glassboro School District Food **Service** or On-line at schoolpaymentportal.com.
 - i. The Board of Education will be provided with a monthly reporting of the lunch collections receivable balance.
 - ii. At intervals during the year and at year end, the Business Administrator will provide the Board of Education with a detailed list of bad debt balances. **The Business Administrator will make a recommendation to the Board as to the amount of bad debts that are deemed uncollectible. The Board will make a determination as to what balance will be written off.**

