

HEBRON BOARD OF EDUCATION

3009a

Business and Non-Instructional Operations

Food Service

Charging Policy

In order to sustain the District's food services program, the District cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with the BOE policy and any accompanying regulations. The following regulation is designed to effectively and respectfully address family responsibility for unpaid meals.

Protocol for Communicating Outstanding Balances in Cafeteria

- Emails go out from system on a daily basis;
- On Wednesday afternoons, Cafeteria Staff will provide the School Secretary a list of all students who have borrowed more than two (2) times over the past week (Wednesday to Wednesday);
- School Secretary will contact parents to inform them of the lunch charges and that lunch funds need to be added to their online account or brought to the cafeteria during lunch;
- If no payment is made or students continue to charge lunch during the second week, the Food Service Director or School Principal will call the parents;
- Following the fifth meal charge, a letter will be sent to the parents explaining the outstanding balance issue along with a copy of the district's charging policy;
- All communications, written and verbal, shall be retained;
- If no payment is made or students continue to charge lunch during the third week, parents are contacted to attend a formal meeting with the School Principal. Notice of this meeting should be reduced to writing;
- If there is still no payment and/or student continues to borrow money, the issue should be brought to the attention of the Superintendent. Debt collection will commence according to Board of Education policy 3009.

Adopted: July 12, 2018