

The Saranac Central School Board of Education recognizes that on occasion, 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 in particular grade levels who may forget meal money to "charge" the cost of meals to be paid back at a later date subject to the terms of 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 cafeteria services. A committee consisting of parent representatives, administration and the school food services director/school lunch manager with guidance from the State Education Department/Child Nutrition Administration Unit developed this administrative protocol.

Elementary/Middle School (K-8):

- A student may charge 3 meals maximum (one charge per meal) until after the charged meals have been paid. (*Meal definition: lunch or breakfast*)
- After 2 charges, a call to the home will be made for students in grades K-5.
- If after 3 instances, those charges are not paid, then a letter will be sent home to the parent/guardian via the school food services director/school lunch manager or designee.
- A student who has charged a meal may not charge or purchase "ala carte" snacks.
- In the case of subsequent meal charging, at lunch the child will be provided with a cheese sandwich (2 slices of bread and 1 slice of cheese) and milk or at breakfast a child will be provided with 2 toast and juice, rather than a school lunch or school breakfast. In the case of a student who is lactose intolerant, then a peanut butter and jelly sandwich as an alternative will be provided, if medically appropriate. In the case of either of the above alternative meals, the student's account would not be charged further.
- The food service director/school lunch manager or designee will coordinate communications with the parent/guardian to resolve the matter of multiple unpaid charges. With a continuous unpaid balance that is not resolved, the Business Manager will be notified for further review.

High School (9-12):

- A high school student may charge 1 meal maximum (one charge per meal) until after the charged meal has been paid. (*Meal definition: lunch or breakfast*)
- A student who has charged a meal may not charge or purchase "ala carte" snacks.
- If after 1 instance, those charges are not paid, then a letter will be sent home to the parent/guardian, via the school food services director/school lunch manager or designee.
- In the case of subsequent meal charging, at lunch the student will be provided with a cheese sandwich (2 slices of bread and 1 slice of cheese) and milk or at

breakfast a student will be provided with 2 toast and juice, rather than a school lunch or breakfast. In the case of a student who is lactose intolerant, then a peanut butter and jelly sandwich as an alternative will be provided, if medically appropriate. In the case of either of the above alternative meals, the student's account would not be charged.

- The food service director/school lunch manager or designee will coordinate communications with the parent/guardian to resolve the matter of multiple unpaid charges. With a continuous unpaid balance that is not resolved, the Business Manager will be notified for further review.

Employees:

- Employees with an assigned PIN number and a \$0.00 balance may charge 1 meal. (*Meal definition: lunch or breakfast*)
- An employee who has charged a meal may not charge or purchase "ala carte" snacks.
- Employees who would like to prepay for meals may be issued a PIN number and utilize an account through the District Point of Sale (POS) system. Employees who do not request a PIN number must pay for meals at the time of purchase.
- Employees with 1 charge will be reminded by the food service worker/cashier about their charge.

Additional Parameters for Cafeteria Services Staff:

- Allow charging only for regular meals (lunch or breakfast), defined by the meal listed on the menu, excluding extras and snacks.
- Point of Sale (POS) system will be used to identify and record all meals as well as to collect 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 payments are not to be considered "ala carte" transactions but will be credited to the student's account.
- A daily list generated by the food service director's designee will be posted next to the cafeteria server so that they will know at the beginning of the service line who has subsequent charges and will be receiving a cheese sandwich lunch or toast and juice for breakfast.

Suspected Abuse of This Policy:

- If cafeteria services staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

Annual Notification Principals:

- The Principal of each grade span will provide notice to parents/guardians 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.