

## Food Service

**R 3542**

The Montclair Board of Education will allow students in the **Elementary Schools** to charge a meal on the occasion when they may have lost or forgotten their money.

The following procedures will be followed in the Elementary School cafeterias:

- On the first occasion, the student will be served the meal of their choice.
- On the second and third occasion, the student will be served a cheese sandwich, fruit, vegetable and milk.
- If the charges have not been paid after the third charge, a letter will be sent to the students, parents, or guardians.
- Breakfast, ala carte, snacks, or beverages may not be charged under any circumstances.
- Charging by adults is strictly prohibited.
- Students with negative balances will not be able to purchase ala carte, snacks or beverages.
- Any future charges will be allowed on a case by case basis as determined by the Food Service Manager and Principal.
- All transactions must be processed through the cash register.

The Montclair Board of Education will allow students in the **Middle Schools** to charge a meal on the occasion when they may have lost or forgotten their money.

The following procedure will be followed in the Middle School cafeterias:

- On the first occasion, the student will be served the meal of their choice.
- On the second occasion, the student will be served a cheese sandwich, fruit, vegetable and milk.
- If the charges have not been paid after the second charge, a letter will be sent to the students, parents, or guardians.
- Breakfast, ala carte, snacks or beverages may not be charged under any circumstances. Charging by adults is strictly prohibited.
- Students with negative balances will not be able to purchase ala carte, snacks or beverages.
- Any future charges will be allowed on a case by case basis as determined by the Food Service Manager and Principal.
- Students with unresolved negative balances will not be issued a report card. All transactions must be processed through the cash register.

## Food Service

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The Montclair Board of Education will not allow charges for students in the **High School**. The following procedure will be followed in the High School cafeterias: Breakfast, lunch, ala carte, snacks or beverages may not be charged under any circumstances.

Charging by adults is strictly prohibited.

- Students with negative balances will not be able to purchase ala carte, snacks or beverages.
- Students with unresolved negative balances will not be issued a report card. All transactions must be processed through the cash register.

Within 30 days of any negative balance, collection procedures will be initiated on all unresolved balances, starting with a letter to the responsible party. If there is no response, a second letter will be sent. After it is judged that the usual method to collect the money owed the district have failed, then legal action will be taken to collect the debt.

Approved: May 17, 2010

Revised: