

Policy

SCHOOL FOOD SERVICE/CHARGE MEAL

The school meal programs shall make nutritionally adequate breakfasts and lunches available to every student and shall operate on the most economically feasible basis. It shall be operated in strict compliance with all laws and regulations pertaining to health, sanitation and safety; internal accounting; employment practices; nutritional standards; costs of breakfasts and lunches; and periodic reporting required by New Jersey law.

The board of education believes that regularly consumed nutrition supports student achievement. Students are better able to concentrate in school and have more energy when they have regular meals. The board considers breakfast and lunch to be essential educational tools. In the same way students with the support of their parent/guardians are expected to come prepared to class adequately dressed, with the necessary books and completed assignments, all students shall be expected to take responsibility for their individual breakfast and/or lunch.

Qualified students whose families have a financial hardship may apply for assistance according to policy 3542.31 Free or Reduced Price Meals, Milk. The procedures for the administration of the free and reduced price meal program of this school district will be the same as those prescribed in current state and federal laws and regulations.

In accordance with the National School Lunch Program requirement for high schools, the district will implement Offer versus Serve (OVS). Additionally, it will implement OVS as an option for the National School Breakfast Program.

The board shall strive to make affordable meals available to all students. Students who do not qualify for free or reduced price meals or milk shall receive school breakfast and lunch through the school meal program for a fee that is established by the board.

The purchase of meals through the school meal program shall be optional and shall not prevent any student from bringing their own breakfast and/or lunch to school.

The business administrator shall develop and implement procedures for the responsible accounting and tracking of revenues and expenses generated by the school meal program. The principal's office shall oversee the notification of parents/guardians for the payment of charges and arrears associated with the school meal program.

Procedures for Charging Breakfast and Lunch

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will allow the student to charge up to three (3) meals of breakfast or lunch with an expectation payment will be made shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast/lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears, the district shall contact the student's parent or guardian to provide notice of the amount in arrears and shall provide the parent or guardian with a period of ten (10) school days to pay the full amount due. If the student's parent or guardian does not make full payment by the end of the ten (10) school days, the district shall again

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contact the student's parent or guardian to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student's account will be locked. Upon the discretion of the district, the student may be provided a basic lunch that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture.

The principal or his or her designee may notify parents/guardians after incidents of forgotten breakfast and/or lunch or monies and request a conference to investigate and address the problem. The conference may include:

1. A discussion of the problem to ascertain to what degree the student is responsible or if there are mitigating circumstances or financial hardship that are contributing to the problem;
2. A statement of the charges, that includes instructions for payment;
3. A description and price list for the school meal program;
4. Information regarding participation in the federal free or reduced price meal program

The superintendent is responsible for the administration and operation of the school meal program in keeping with federal and state laws and the policies and directives of the board.

NJSBA Review/Update: August 2008
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Key Words

School Lunch, Food Service, Nutrition, Wellness,

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:11-1 <u>N.J.S.A.</u> 18A:18A-5 <u>See particularly:</u> <u>N.J.S.A.</u> 18A:18A-5a(6) <u>N.J.S.A.</u> 18A:18A-6 <u>N.J.S.A.</u> 18A:33-3 through -5 <u>N.J.S.A.</u> 18A:33-21 <u>N.J.S.A.</u> 18A:54-20 <u>N.J.S.A.</u> 18A:58-7.1 through -7.2 <u>N.J.A.C.</u> 2:36-1.1 et seq. <u>N.J.A.C.</u> 6A:23-2.6 <u>N.J.A.C.</u> 6A:30-1.1 et seq. <u>N.J.A.C.</u> 6A:32-12.1 <u>N.J.A.C.</u> 6A:32-14.1	General mandatory powers and duties Exceptions to requirement for advertising Standards for purchase of fresh milk; penalties; rules and regulations Cafeterias for students School meals, notification to parent of payment in arrears before denying to student Powers of board (county vocational schools) School lunch program ... Child Nutrition Programs Supplies and equipment Evaluation of the Performance of School Districts Reporting requirements Review of mandated programs and services
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FOOD SERVICE (continued)**Possible**

<u>Cross References:</u>	*1200	Participation by the public
	*1220	Ad hoc advisory committees
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	*3220/3230	State funds; federal funds
	*3450	Money in school buildings
	*3510	Operation and maintenance of plant
	*3542.1	Local wellness/Nutrition
	*3542.31	Free or reduced-price lunches/milk
	*3542.44	Purchasing
	*4222	Noninstructional aides
	*5131	Conduct/discipline
	9123	Appointment of board secretary
	9124	Appointment of business official

*Indicates policy is included in the Critical Policy Reference Manual.