

8505-R MEAL CHARGE REGULATION

The District will monitor student's meal charges and notify the appropriate school staff to contact the parents/guardians of those students with insufficient funds to offer any other assistance that is appropriate.

At the Schools:

The lunch office will generate a negative balance report for each school twice weekly. This report will be provided to the main office to alert Administration that the parent/guardian should be contacted.

Phone calls will be made at least twice per week to the residence indicating that a student has a negative balance. This phone call will include an offer for a credit card payment option. Student balances that exceed ten dollars (\$10.00) should be referred to the School Principal for appropriate inquiry and, if needed, referred to Student Services personnel to identify any supports to offer. If a negative balance exceeding ten dollars (\$10.00) persists for 30 days, a collection letter will be sent to the student household by the Business Office.

Adoption date: Oct. 15, 2007

Revision dates: Feb. 8, 2010; June 17, 2013; Dec. 14, 2015; August 27, 2018

Copiague Public Schools
