

Windsor School Unpaid Meal Charges Policy

Windsor School recognizes a student may forget to bring money to purchase a breakfast or lunch meal on a school day. In this circumstance, the school will provide the student with a meal and will inform the principal or designee. The principal or designee will contact the student's parent or guardian to provide notice of an outstanding meal bill and will provide the parent or guardian with a period of ten school days to pay the amount due. If the student's parent or guardian has not made full payment by the end of the ten school days, the principal or designee shall again contact the parent or guardian with a second notice informing the parent or guardian that school breakfast or lunch will not be served to the student beginning one week from the date of the second notice unless payment is made in full.

A school shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21a. and this Policy.

Windsor School shall not:

1. Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears.
2. Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chores or other work to pay for the school meal; or
3. Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.

If a student owes money for the equivalent of five or more school meals at any time during the school year, the principal or designee shall:

1. Determine if the student is eligible for a free or reduced-price school meal.
2. Make at least two attempts, not including the application or instructions provided to the parent or guardian at the beginning of each school year, to contact the student's parent or guardian to have the application for the school lunch and breakfast program completed.
3. Contact the student's parent or guardian to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

Windsor Prep shall direct communications about a student's school meal bill being in arrears to the parent or guardian and not the student. Windsor Prep's contact with the parent or guardian may be via email or telephone call. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school from sending a student home with a letter addressed to a parent or guardian.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the

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food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

A parent or guardian who has received a second notice their child's meal bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the principal or designee to discuss and resolve the matter.

A parent or guardian's refusal to meet with the principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent or guardian's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed accommodating a parent or guardian's meeting with the Principal or designee.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

In accordance with N.J.S.A 18A:33-21b., at the beginning of each school year, and upon initial enrollment in the case of a student enrolling during the school year, the school shall provide to the parent or guardian of each student:

1. Information on the National School Lunch Program and the Federal School Breakfast Program;
2. An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and
3. Information on the rights of students and their families under N.J.S.A. 18A:22-21 et seq.

The school may provide the application and information electronically through the means by which the school communicates with parents electronically. The application and information shall be in a language the parent understands.

Windsor Prep's liaison for the education of homeless children shall coordinate with school personnel to ensure that a homeless student receives free school meals and is monitored according to the school policies pursuant to N.J.S.A. 18A:33-21c.

The School may post this Policy on the websites provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.