

SCHOOL CAFETERIA CHARGING PROCEDURES

This document outlines the school's procedures in accordance with the Hampton Falls School District Policy EFD – School Cafeteria Charging. The policy and these procedures apply to all paying students and/or staff whether they are paying full price or reduced price, when the account goes into a negative balance.

- Parents/guardians shall be notified when their child's cafeteria account becomes a negative balance.
- Once a student's cafeteria account reaches negative twenty dollars (-\$20.00), with the exception of the lunch meal, the student will not be permitted further purchases until the negative balance is paid in full.
- Staff members will not be permitted to charge more than twenty dollars (\$20.00) to their cafeteria account. Once the limit is reached, the staff member will no longer be able to charge until the balance is paid in full. All staff accounts must be paid in full at the end of the school year.
- Other than the lunch meal, students will not be allowed to charge food purchases the last five (5) days of school.
- The District will attempt to collect (including any fees) checks returned for insufficient funds. Following receipt of two insufficient fund checks written from the same checking account, only cash or a cashier's check will be accepted for future lunch account deposits by the student or staff member for the current school year.
- If a student or staff account consistently remains at a negative balance, the Principal and/or Business Administrator may intercede. The district reserves the right to further pursue the collection of this debt.

Adopted: **DATE:** November 8, 2012
Reviewed:
Revised: **April 13, 2017**
Cancellation: