

MIDDLETOWN TOWNSHIP PUBLIC SCHOOLS
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Student Meal Charge Policy

Middle Schools

The Middletown Township 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 and second occasion, the student will be served the meal of their choice.
- If the charges have not been paid after the second charge, a letter will be sent to the parents or guardians and the student will be given an alternate meal which will consist of a cheese sandwich and 8 oz. water.
- If a student has a negative balance and has money to pay for a meal, the money will be applied to the student's balance. The student will continue to receive a cheese sandwich meal until the balance is paid in full.
- Breakfast, a la 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 a la 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.

High Schools

The Middletown Township Board of Education will allow students in the **High Schools** to charge a meal on only one occasion when they may have lost or forgotten their money. The following procedure will be followed in the High School cafeterias:

- On the one time occasion, the student will be served the meal of their choice
- If the charges have not been paid after the one permissible charge, a letter will be sent to the parents or guardians and the student will be given an alternate meal which will consist of a cheese sandwich and 8 oz. water.
- If a student has a negative balance and has money to pay for a meal, the money will be applied to the student's balance. The student will continue to receive a cheese sandwich meal until the balance is paid in full.
- Breakfast, a la 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 a la 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.

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.