

# Commercial Township Board of Education District Policy Manual

**Business & Non-Instructional Operations**

**Series 3000**

**Food Service**

**Policy 3542**

Date Adopted: August 11, 2009

Date Revised: November 13, 2012

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The Board of Education within its financial means, endeavors to provide a nutritious food service program in a manner that allows the food service facilities and programs to be used to provide a nourishing lunch to all school children.

The Superintendent of Schools shall ensure that pupils and parents are informed concerning good nutrition practices in an effort to promote better nutrition in food service operations.

In planning menus for the food service operations, the different nutritional needs and problems of various groups should be considered.

The School Lunch Program shall:

- Operate on a nonprofit basis, with prices to be approved by the Board as necessary;
- Be operated in strict compliance with all laws and regulations pertaining to health, sanitation and safety; internal accounting; employment practices; nutritional standards; costs of lunches; and periodic reporting;
- Charge school personnel a price in accordance with state school nutrition guidelines;
- Restrict the sale of federally defined “junk foods” in schools that operate the National School Lunch Program from the beginning of the school day until the end of the last lunch period.

The sale of all foodstuffs in the school must be approved by the Board of Education. Nutritious snacks, such as fresh fruit, fruit juice, nuts, seeds, yogurt, cheese, raisins and skim milk, shall be made available where possible. The sale of foods of low nutritional value (candy and other “junk foods”) for fund raising projects must be approved by the Superintendent of Schools.

The Business Administrator/Board Secretary has overall responsibility for the administration and operation of the school lunch program in keeping with federal and state laws and the policies and directives of the Board.

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## Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:18A-5 Exceptions to requirement for advertising  
18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations  
18A:33-3 through -5 Cafeterias for pupils  
18A:54-20 Powers of board (county vocational schools)  
18A:58-7.1 through -7.2 School lunch program

NJAC 2:36-1.1 et seq. Child Nutrition Programs  
6A:23-2.6 Supplies and equipment  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-12.1 Reporting requirements  
6A:32-14.1 Review of mandated programs and services

Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

## Possible Cross References

3542.31, 5131

# Commercial Township Board of Education District Policy Manual

**Business & Non-Instructional Operations**

**Series 3000**

**Wellness & Nutrition**

**Policy 3542.1**

Date Adopted: August 11, 2009

Date Revised: September 25, 2008, November 13, 2012,  
October 14, 2014, January 5, 2016, November 8, 2016

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The Board of Education believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education.

Therefore, the Board of Education is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity, and will ensure that:

- A. All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- B. Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans, the Healthy, Hunger-Free Kids Act of 2010* and the USDA nutrition standards for National School Lunch, School Breakfast and/or After School Snack Programs.
- C. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- D. Meal periods shall be scheduled at appropriate times (Lunches will be served between 10:00 AM and 2 PM).
- E. All food preparation areas shall have had regular health inspections and received satisfactory approvals.
- F. To the maximum extent practicable, all schools in the district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program including- after-school snacks, Summer Food Service Program, Fruit and Vegetable Snack Program, and Child and Adult Care Food Program).
- G. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.
- H. The Board will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

## Goals for the Promotion for Nutrition Within the District

The following activities will be coordinated within district:

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- Age-appropriate materials will be posted where food and beverages are served to students encouraging the value of good nutrition;
- During the school year, the lunch program will have promotional days where at least one (1) new nutritional alternative menu item will be featured as part of the menu pattern meal component;
- Staff members will promote this nutritional alternative during meals with appropriate hand-outs regarding any nutritional menu item alternative(s);
- The Superintendent of Schools/designee will encourage serving food products that meet the nutritional standards of the Healthy, Hunger-Free Kids Act of 2010 when used as an incentive or reward for student accomplishments, club or activity within the school;
- Designated staff members will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, to promote nutrition awareness;
- Food service staff will place the healthier food items in the service line where students are more likely to choose them;
- Parents/guardians will be provided the nutritional standards of the the Healthy, Hunger-Free Kids Act of 2010;
- Parents/guardians will be encouraged to pack lunches and snacks that meet the nutritional standards as specified in the Healthy, Hunger-Free Kids Act of 2010;

The Superintendent of Schools/designee shall develop procedures and regulations process for measuring the effectiveness for the implementation of this policy. He/she shall also designate personnel with the responsibility for ensuring the school is complying with the policy. In addition, the Superintendent of Schools shall designate a district administrator to oversee and ensure that the district complies with the provisions of this policy and that the policy is implemented correctly for each are beverages are offered, including vending machines and the school store(s), if applicable.

## Nutritional Education

The Superintendent of Schools/designee will ensure that there will be at least one presentation per school year promoting good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.

The Superintendent of Schools/designee will post the nutritional guidelines of the Healthy, Hunger-Free Kids Act of 2010 where food and beverages are served.

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The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items.

## Physical Activity

In the elementary grades of the district:

- All students shall receive health/physical education under the supervision of a properly certified teaching staff member;
- The Superintendent of Schools/designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities;
- Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment;
- The Superintendent of Schools will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day. He/she shall also coordinate special events highlighting physical activity, that may include field days, walk-a-thons, and activity tournaments or competitions;
- The Superintendent of Schools/designee may involve parents, community members, and students in the planning of these events

In the middle school grades of the district:

- All students shall receive health/physical education under the supervision of a properly certified teaching staff member;
- Middle school students may be offered opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members;
- After-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose may be provided by the Board. This may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.

## Other School-Based Activities

The district will establish a Wellness Committee comprised of the Superintendent of Schools/designee, a health/physical education teacher, the school nurse, at least two (2) parents/guardians, at least two (2) students, and at least one (1) food service staff member.

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The Superintendent of Schools/designee will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.

The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools/designee and will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by the Wellness Committee.

The Superintendent of Schools/designee will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.

## Annual Progress Report

The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Superintendent of Schools/designee and Wellness Committee in an Annual School Progress Report provided to the Superintendent of Schools/designee by June 30<sup>th</sup> of each school year.

The Annual Progress Report shall present the extent to which the district is in compliance with this policy, any recommended changes to this policy, and an action plan for the following school year to achieve the school's annual goals and objectives.

## Guidelines for All Foods and Beverages

The Board of Education requires that the district to comply with the federal school meal nutrition standards and the smart snacks in accordance with the requirements specified in the Healthy, Hunger-Free Kids Act of 2010. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The food requirements for any food sold in schools must meet a range of calorie and nutrient requirements as outlined in the Healthy, Hunger-Free Kids Act of 2010

The school district will comply with the Healthy, Hunger-Free Kids Act of 2010 beverage requirements and beverage portion requirements for elementary and middle school students. Potable water shall be made available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.

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On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the Healthy, Hunger-Free Kids Act of 2010. These nutrition standards do not apply to non-school hours, weekends, and off-campus fundraising events.

The Superintendent of Schools shall be responsible to providing support for staff members so they have the skills and knowledge to implement the provisions of this policy.

The Board of Education will support the implementation of nutrition education throughout the school day and during after school programs, in order to promote a consistent message to parents/guardians and students.

## Healthy Snack Guidelines

The following additional nutrient requirements shall also apply:

1. Calorie Limits – Snack Items  $\leq$  200 calories; Entrée Items  $\leq$  350 calories
2. Sodium Limits - Snack Items  $\leq$  230 mg.\*; Entrée Items  $\leq$  480 mg.
3. Fat Limits - Snack Items  $\leq$  35% of calories; Entrée Items  $\leq$  10% of calories;  
Trans fat: zero grams
4. Sugar Limit -  $\leq$  35% of weight from total sugars in foods

\* On July 1, 2016, snack items must contain  $\leq$  200 mg. sodium per item.

Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold. This helps control the amount of calories, fat, sugar and sodium added to foods

This policy does not apply to medically authorized special needs diets pursuant to 7 CFR Part 210, school nurses using Foods of Minimal Nutritional Value (FMNV) during the course of providing health care to individual students or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal service and consumption. Schools shall provide a pleasant dining environment. The Board of Education recommends that physical education or recess be scheduled before lunch whenever possible.

## Notification

At a minimum, a copy of this policy shall be posted in the cafeteria(s), school store(s) and provided to the parent group(s) of the school district.

Parents/guardians shall be provided information supporting the provisions of this policy and promoting healthy choice awareness.

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All staff members shall be provided with a copy of this policy annually or following any revision to it.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:18A-4.1 f.,h. Use of competitive contracting in lieu of public bidding; boards of education  
18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations  
18A:33-3 through -5 Cafeterias for pupils  
18A:33-9 through -14 Findings, declarations relative to school breakfast programs  
18A:58-7.1 through -7.2 School lunch program

NJAC 2:36-1.1 et seq. Child Nutrition Programs  
6A:16-5.1(b) School safety plans  
6A:23-2.6 Supplies and equipment  
6A:32-12.1 Reporting requirements  
6A:32--14.1 Review of mandated programs and services  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Healthy, Hunger-Free Kids Act of 2010  
Sec. 204 at the Federal Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265)  
42 U.S.C. 1751 et seq. Richard B. Russell National School Lunch Act  
42 U.S.C. 1771 et seq. Child Nutrition Act of 1966  
7 C.F.R. Part 210 Medically authorized special needs diets  
7 C.F.R. Part 210.10 Foods of minimum nutritional value  
Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

## Possible Cross References

1200, 1220, 3000/3010, 3450, 3510, 3542, 3542.31, 3542.44, 4222, 5131, 9123, 9124



# Commercial Township Board of Education District Policy Manual

**Business & Non-Instructional Operations**

**Series 3000**

**Free or Reduced-Price Lunches / Breakfasts / Milk**

**Policy 3542.31**

Date Adopted: August 11, 2009

Date Revised: November 13, 2012, April 12, 2016

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It is the policy of the Board of Education that this school district participates in any federal or state subsidized food program for the benefit of eligible pupils.

Eligibility shall be as determined by the guidelines of the subsidizing agency. The Board requires that all regulations of the subsidizing agency be observed, especially those that preserve the privacy of eligible pupils.

The Board hereby adopts, as its own, the free and reduced-price policy developed by the Bureau of Child Nutrition programs pursuant to federal regulations.

## Offer Versus Serve

In order to reduce plate waste and food costs relating to reimbursable meals, the district will participate in the Offer Versus Serve program, as described in this policy.

Food service staff members shall be trained annually in the provisions of this policy.

## Lunch Offer Versus Serve

Students receiving reimbursable lunches may decline a certain number of food components in the meal.

A school lunch eligible for federal reimbursement shall offer five (5) food components in the appropriate amounts per grade grouping:

- Fruit;
- Vegetable;
- Milk;
- Grain; and,
- Meat/Meat Alternate.

Students may decline two (2) of the five (5) required food components, but must select at least  $\frac{1}{2}$  cup of either fruit (or fruit combination) or a  $\frac{1}{2}$  cup of vegetable (or vegetable combination) or  $\frac{1}{2}$  cup of a fruit/vegetable combination.

After selecting the  $\frac{1}{2}$  cup of fruit or vegetable requirement, students must select at least two (2) additional full components in the full amounts (per age/grade grouping) required amount to count toward the reimbursable Offer Versus Serve meal.

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The student's decision to accept all five (5) food components or to decline two (2) food components shall not affect the price charged for the meal. The lunch is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a-la-carte prices will be charged.

School staff shall not make exceptions to this policy, such as requiring every student to take a particular food component. It is the student's choice to select any three (3), four (4) or all five (5) components of the reimbursable meal.

## Breakfast Offer Versus Serve

Students receiving reimbursable breakfasts may decline a certain number of food components in the meal.

A school breakfast eligible for federal reimbursement shall offer four (4) food items from the three (3) food components in the appropriate amounts per grade grouping:

- Fruit or vegetable or juice;
- Milk;
- Grains, including optional Meat/Meat Alternate

Students may decline one (1) of the four (4) items offered.

The student's decision to accept all four (4) food items or to decline one (1) food item shall not affect the price charged for the meal. The breakfast is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a-la-carte prices will be charged.

School staff, including food service staff, shall not make exceptions to this policy, such as requiring every student to take a particular food component. It is the student's choice to select any three (3) or all four (4) components of the reimbursable meal.

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## Legal References

- NJSA 18A:33-3 Cafeterias for pupils  
18A:33-4 School lunch; availability to all children  
18A:33-5 Exemptions  
18A:33-10 Establishment of school breakfast program in certain schools  
18A:33-11 Implementation of school breakfast program by district  
18A:58-7.1 through -7.2 School lunch program
- NJAC 2:36-1.2 Policy and agreement for school nutrition programs  
2:36-1.8 Review and evaluation

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**Business & Non-Instructional Operations**

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**Food Services Account**

**Policy 3542.35**

Date Adopted: August 11, 2009

Date Revised: November 13, 2012

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The Board of Education directs that all monies derived from the operation, maintenance or sponsorship of the food service facilities of this district be deposited in the Food Services Account, a special checking account, and shall be administered by the Board Secretary/ Business Administrator in the same manner as are other monies belonging to the district.

Cafeteria funds shall be expended in such manner as may be approved by the Board, but no amount shall be transferred from the Food Services Account to any other account or fund of this district, except as authorized by the Board and in accordance with law.

The Board Secretary/Business Administrator is authorized to disburse funds from the Food Services Account in accordance with law.

## Legal References

- NJSA 18A:11-1 General mandatory powers and duties  
18A:18A-4.1 f.,h. Use of competitive contracting in lieu of public bidding; boards of education  
18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations  
18A:33-3 through -5 Cafeterias for pupils  
18A:33-9 through -14 Findings, declarations relative to school breakfast programs  
18A:54-20 Powers of board (county vocational schools)  
18A:58-7.1 through -7.2 School lunch program
- NJAC 2:36-1.1 et seq. Child Nutrition Programs  
6A:16-5.1(b) School safety plans  
6A:23-2.6 Supplies and equipment  
6A:32-12.1 Reporting requirements  
6A:32--14.1 Review of mandated programs and services  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts

## Possible Cross References

3542.31, 5131

# Commercial Township Board of Education District Policy Manual

**Business & Non-Instructional Operations**

**Series 3000**

**Biosecurity Management Plan**

**Policy 3542.40**

Date Adopted: August 11, 2009

Date Revised: November 13, 2012

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The Board of Education recognizes its responsibility to protect the health of the pupils, staff, and visitors to this school district as well as providing a safe school environment and secure food service program. Therefore, the Board hereby directs the establishment of a Biosecurity Management Plan designed to keep school meals free from intentional contamination and enable the administration and food service personnel to respond to threats or incidents of bioterrorism.

The Biosecurity Management Plan:

- Establishes lunch program policies and procedures that minimize the risk of intentional contamination of food and reduce the risk of illness or death in the school community;
- Assigns key personnel to specific roles and duties pertaining to the Biosecurity Management Plan;
- Sets procedures aimed at preventing threats and incidents of product tampering and food contamination;
- Includes appropriate response actions to be taken should an incident occur,
- Provides documentation of actions planned and/or taken;

Implementation of the Biosecurity Management Plan shall be the responsibility of the food service director with the oversight of the Superintendent of Schools/designee.

## Legal References

NJAC 2:36-1.13 Biosecurity for School Food Service

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**Series 3000**

**Food Service - Purchasing**

**Policy 3542.44**

Date Adopted: August 11, 2009

Date Revised: November 13, 2012

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The Board of Education authorizes and directs the Board Secretary/Business Administrator or his/her designee to execute contracts with proper vendors in accordance with state law to purchase subsistence amounts of perishable foods without competitive bids. This policy shall be published annually as required by law, along with the procedures by which authorized vendors may become eligible to submit quotations.

## Legal References

NJSA 18A:18A-5(a)6 Exceptions to requirements for advertising  
18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations

NJAC 6A:23-2.6 Supplies and equipment

## Possible Cross References

3542, 3542.31, 5131

# Commercial Township Board of Education District Policy Manual

**Business & Non-Instructional Operations**

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**Written Code of Conduct for Procurement**

**Policy 3542.45**

Date Adopted: October 10, 2017

Date Revised:

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In accordance with the provisions of 18A:18A-1 et seq NJ Public School Contract Law, 21 CFR Part 200, 318 , CFR Part 3019.42 and the policies dealing with purchasing of this district, all procurements must ensure that there is open and free competition and adhere to the most restrictive federal/state/local requirements.

This district seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal, state, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

## Legal References

NJSA 18A:18A-1 et seq NJ Public School Contract Law  
18A:18A-5(a)6 Exceptions to requirements for advertising  
18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations

21 CFR Part 200, 318  
CFR Part 3019.42

NJAC 6A:23-2.6 Supplies and equipment

## Possible Cross References

3542, 3542.31, 5131

# Commercial Township Board of Education District Policy Manual

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**Meals on Credit / Charged Meals**

**Policy 3542.46**

Date Adopted: November 13, 2012

Date Revised: October 10, 2017

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While the Board of Education understands that there may be occasions when students fail to bring the required lunch money to school, the cafeteria personnel are not empowered to extend unlimited credit to students. In the event that a student does not bring money to purchase lunch, the following procedures will be followed:

- First Occurrence: Lunch will be provided and the student will be reminded that he/she must bring lunch or lunch money to school. The student will be advised that he/she is expected to bring payment for the charged lunch the following day.
- Second Occurrence: Lunch will be provided and a note will be sent home by the cafeteria manager indicating that lunch or lunch money must be brought to school every day and that students will be allowed to receive a regular lunch on credit only twice. The note will also state that payment must be made the next day for the charged lunches.
- Third or More Occurrences: Students will receive a substitute lunch consisting of a nutritious alternate meal.
- If charges have not been paid after the third charged meal, a letter will be mailed to the student's parents/guardians from the cafeteria manager indicating that lunch or lunch money must be brought to school every day and that the student has received two regular lunches on credit. The letter will list the amount due and state that payment must be made the next day for the charged lunches and that failure to pay for school lunches may result in court action taken by the district against the parents/guardians.
- The district may initiate legal action against parents/guardians three weeks after the written notification of charges in excess of \$50.00. The parents/guardians will be responsible for the lunch charges and applicable court expenses after legal papers are filed.
- Students may not charge snacks at any time.
- All charged lunches must be paid prior to receiving the regular school lunch.

Students charging lunch may be asked to stand at the end of the serving line in order to keep the line moving quickly, and to provide time for the cashier to complete any forms required to prepare a record of students charging lunch.

## Procedure

In accordance with the provisions of state law, if any money is owed for a student's school meals, the designated administrator shall contact the student's parent/guardian and provide notice of the debt before discontinuing meal service.

The designated administrator shall allow a period of ten (10) school days for the parent/guardian to pay the amount due.



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If the parent/guardian does not make full payment by the end of the ten (10) school days, a second letter will be sent by the designated administrator, stating that the student will not be served a school meal beginning five (5) school days from the date of the second notice, unless payment is made in full.

Students may receive an alternate meal during the period that regular meals have been suspended. This alternative meal shall provide adequate nutritional benefits to the student and will be prepared in consideration of any food allergies the student may have.

Provided the designated administrator has sent the required letters to parents/guardians, as noted above, after three (3) meal charges, students will not be permitted to participate in the school breakfast program until meal charges are paid in full.

Any and all payments submitted by parents/guardians to cover charged meals shall be accounted for by the designated employee.

## Notification

A copy of this policy shall be provided in writing to all households at the start of each school year and to households whose children transfer into the district during the school year. It is recommended that a copy of the policy be included in student handbooks and/or online. Multiple methods of communication with parents/guardians should be used whenever possible.

Additionally, all staff members shall be provided with a copy of this policy to ensure proper enforcement.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties

## Possible Cross References

3542, 3542.31, 5131