



ATTLEBORO PUBLIC SCHOOLS

100 Rathbun Willard Drive · Attleboro · MA · 02703 · Telephone 508-222-0012 · Fax 508-223-1577

Kenneth M. Sheehan
Superintendent of Schools

David Sawyer
Assistant Superintendent

Thomas Rose
Business Manager

Marisa A. McCarthy, Ed.D.
Director of Special Education
& Student Support Services

To: Principals and Assistant Principals
From: Kenneth M. Sheehan, Superintendent
Date: January 15, 2014
Re: Whitsons' Protocol for APS Student Lunch Charges

This Memorandum provides the protocol Whitsons will follow regarding the student lunch charge program. Attached is an example of: (1) Sample Negative Balance Letter and (2) The Negative Balance Log Sheet.

Meal charges are permitted as follows for ALL Attleboro Public School students:

- All students, including but not limited to reduced meal benefit students, (breakfast & lunch) may charge up to \$15.00 (or \$2.00 for reduced price meals).
- NO a la carte charges will be allowed for middle & high school students. If a student's meal account is in the negative, the student will be politely asked to choose a complete meal which does not include a la carte items (including cookies, chips, bottled beverages etc.). **[Exception: student milk]**
- When the student's meal charge reaches \$15.00 (or \$2.00 for reduced price meals), the account balance charge will be turned over to the administration at the student's school **every other Friday**. Food Service Staff will generate a letter to parents stating the student's account balance, directions for payment and the initials of the School Administration responsible for mailing the letter home.
- A log will be initialed by both the Food Service Staff and School Administration to document the number of letters and the date of letter delivery.
- Any money or checks given to the cafeteria will be applied to an outstanding charge balance.
- A negative balance report will be sent to the School Principals on the last day of each school week with a list of students with negative balances at the school by the Food Service Director.
- Food Service Staff will not communicate to students with regard to a negative balance. If a student asks for a school meal account balance, the Food Service worker will state only the amount (negative or positive) to the student with no other direction or action.
- The Whitsons' contact person for student account inquires/concerns is Diane Connolly who can be reached at 508-222-6751.
- Teachers and School Staff will not be allowed to charge meals or a la carte items.

KMS/jn

Enclosures (2)

cc: David Sawyer, Assistant Superintendent
Tom Rose, Business Manager

The Attleboro Public School District is in compliance with the U.S. Civil Services Rights Act of 1964 and the Title IX Educational Amendments of 1972 Part 8 Section 504 of the Rehabilitation Act of 1973. The School District provides equal employment opportunity to all individuals and does not discriminate on the basis of race, national origin, sex, age, disability, sexual orientation, gender identity, or religion.

Dear Parent/Guardian:

We are pleased that your child is eating with us in the Attleboro Schools Cafeteria. The information at the top of this letter shows the current status of your child's account.

Please send payment to cover negative balance and any additional funds you would like to add to your child's account. Payment may be made in the form of cash or check. Checks should be made payable to "Attleboro School Lunch Program". Please write your child's ID# on the check. Provide the necessary information in the blanks below and return this letter to the cafeteria.

If you require additional information on your Student's account, please request through the Whitsons Cafeteria office at 508-222-6751 attention Diane Connolly. We will be happy to accommodate your request.
Sincerely,

Heather Brunette, Food Service Director
508-222-6751

Payment toward balance due: \$ _____

Type of payment: Cash__ Check__

Total Payment \$ _____

Mailing Administrator's Initials

Date

NEGATIVE BALANCE LETTERS

SCHOOL: Attleboro High School

DATE	# OF LETTERS	TEAM MEMBER INITIALS	SCHOOL ADMIN INITIALS
9/13/13			
9/20/13			
9/27/13			
10/4/13			
10/11/13			
10/18/13			
10/25/13			
11/1/13			
11/8/13			
11/15/13			
11/22/13			
12/06/13			
12/13/13			
12/18/13			
01/03/14			
1/10/14			
1/17/14			
1/24/14			
1/31/14			
2/7/14			
2/14/14			
2/28/14			
3/7/14			
3/14/14			
3/21/14			
3/28/14			
4/4/14			
4/11/14			
4/17/14			
5/2/14			
5/9/14			
5/16/14			
5/23/14			
5/30/14			
6/6/14			
6/13/14			
6/20/14			