

**Falconer Central School**  
**Lunch Shaming Plan**  
**NYS Education Law §908**

The Falconer Central School District is committed to serving students in a capacity that does not differentiate his/her ability to pay. No student shall be denied a meal of his/her choice from the daily reimbursable meal options for any given day, regardless of the student's ability to pay, unless a parent or guardian has specifically provided written permission for the school to withhold a meal. Students with a negative account balance must take the required number of components of his/her choice to comprise a reimbursable meal.

Falconer Central School staff providing information and guidance to participants in the National School Lunch and Breakfast Program shall receive training upon initial employment, and annually thereafter. This training will include the following personnel:

- Point of service staff
  - o Serving in the capacity of accepting payment for merchandise received and process for discretionary communication with student
- Cafeteria manager
  - o Process for reviewing delinquencies and informing the building liaison of such
- Building liaison (nurse/secretary/other as designated)
  - o Process for initial parent communication regarding delinquency and availability of free/reduced application process
- Building principal
  - o Process for further follow-up of delinquencies
- Business office (clerk/business official)
  - o Process for ultimate collection notification and NSLP communication

The Falconer Central School will show the utmost discretion in communication with the parent about a delinquent account balance. No student shall be required to make restitution in a manner other than monetary reimbursement for meals received, and no interest or fees shall be assessed in the District's favor in the collection process. No punitive or ostracizing measures will be taken because of delinquency, such as:

1. Requiring students to wear wristbands or handstamps
2. Requiring students to do chores or other work
3. Requiring students to throw away a meal after it has been served

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District Approval 2018/07/17  
Posted Website 2018/07/18

4. Taking any action directed at a pupil to collect unpaid meal fees
5. Using a debt collector
6. Discuss any outstanding meal debt in the presence of other students

Collection of unpaid meal charges shall be handled progressively through various stages, including:

- Parent notification system call when child approaching zero balance on account (unless parent opts out)
- Upon initial delinquency – notification (by cafeteria manager) via sealed communication to his/her parent or guardian
- After \$5 delinquency – notification (by nurse/secretary) via email and/or phone call to student’s parent or guardian
- After \$10 delinquency – notification (by principal) via letter/phone call to student’s parent or guardian
- Further delinquencies – notification (by business office) via certified letter to student’s parent or guardian

Be advised that the Falconer Central School provides to all students annually, applications for participation in its free or reduced price lunch and breakfast programs, in addition to that provided upon initial enrollment in the District.

Falconer Central School, upon becoming aware that a student who has not submitted a meal application and who is eligible for free or reduced-fee meals, shall attempt to engage the parent/guardian two additional times to encourage completion of the application and offer assistance in doing so. In the event the District is unsuccessful in obtaining an application, it shall complete and file an application for that student pursuant to title seven, section 245.6(d) of the Code of Federal Regulations.

Falconer Central School’s designated liaison, Terry English, for the provision of accommodations to homeless, foster and migrant students shall coordinate with the nurse’s office and the nutrition department to assure that these students receive a free school meal.