

Newport Grammar School
301 College Street
Newport, TN 37821

Subject: Cafeteria Charges

The Newport City School Food Service is designed to be pre-pay or "pay as you eat."

Three types of meals are authorized: free, reduced and paid. There is no legal recognition of a charged meal by federal auditors. Each student will receive a copy of the cafeteria policy at the beginning of school. Any new or transfer student will also receive a copy of the charge policy. In order to comply with regulations, the Board of Education established the following policy to govern all meal purchases by students and adult employees.

1. Only a complete breakfast or lunch may be charged by students.
2. Students with outstanding charges will not be allowed to purchase a la carte' items.
3. Adult employees of the school system may charge meals or a la carte' items.
4. When a charge occurs, the student or adult employee will be alerted by the cashier that payment is needed. Payments may be made using My Payments Plus, cash, or check.
5. Once a week charge notices requesting payment will be sent to students and adult employees.
6. When students pass charging 5 lunch meals, a phone call by the Cafeteria Manager will be made. If no payment is made within the second week after a call or contact, the meal charges will be considered delinquent debt.
7. If payment is not made after 10 days, a list of outstanding charges will be sent to the principal. The principal will contact parents or personnel for outstanding charges.
8. Administration will collect any charges from employees who may owe at the end of the school year.
9. General Purpose (not cafeteria fund) shall be responsible for any bad debts that are outstanding at the close of the school year.


Director, Newport City Schools

6/19/19
Date


Board Chair

6/19/19
Date