

***People Purpose Passion***

**Together We Will Rise**

**Begin with the End in Mind  
Montclair Elementary School  
Parent Handbook**

**2022-2023**

### Start of the School Day

The instructional day begins at 8:30 a.m. and ends at 3:10 p.m., unless the Superintendent has established an irregular school day. Breakfast is "grab and go" and then students should go directly to their classroom and start morning procedures. **Car riders may not enter or be dropped off building before 8:00.**

*Cumberland County Schools has high expectations for student achievement. In order for students to meet these expectations it is critical that we protect instructional time. Repeated absences and check in/out's will accrue and can result in possible negative consequences such as lower grades, retention, visit from truancy personnel, notice to DSS and/or law enforcement, and court action.*

### Information about being Tardy

Students arriving after 8:30 a.m. are considered tardy and must be signed in at the office by the adult bringing the student to school. The parent will provide a reason to the office staff for the tardiness.

### Notification on 3, 6, and 10 Tardies/Unexcused Checkouts

Excused tardies are doctor's notes, medical appts, etc. Unexcused tardies consist of oversleeping, car trouble, parent brought student to school instead of child riding the bus, stuck in traffic, etc.

### Absences

When it is necessary for a student to be absent from school, a note from the parent/guardian explaining the nature of the absence must be sent in/emailed to [pamelamcintyre@ccs.k12.nc.us](mailto:pamelamcintyre@ccs.k12.nc.us) upon the students' return to school. If a student was ill and a visit to a doctor or medical clinic was necessary then a statement from the doctor/clinic should be obtained and sent in to the school. Written notes are required for ALL absences. An absence must be documented within 3 days of returning to school otherwise it will be coded as unlawful.

Unexcused absences are missing the school bus, oversleeping, out of town visits without prior arrangements with the school, etc.

Please be reminded that we have a compulsory attendance law (NC Law G.S. 115C-378). Three-day and six-day absence letters will be mailed to parents. If your child is absent for ten days without a written excuse, it is the responsibility of the school and county to report these absentees to the Cumberland County

### Department of Social Services/Child Protective Services Unit.

If your child misses more than ten days of school for illness, he/she will need a physician's note for these absences. If your child has a chronic condition or other life threatening illness, a statement from a physician will be accepted and placed in your child's file (attendance letters will not be sent to you).

If you have any questions please feel free to contact the school principal or school social worker.

### End of School Day

All students are to be picked up at the end of the instructional day if not riding a bus. No child will be permitted to leave school with anyone other than a parent or person listed on the student's informational card unless we receive a note from parent or guardian. Buses cannot be stopped once they are loaded for safety reasons. Car riders begin dismissal at 3:10. Buses pull off the lot at approximately 3:15.

### **\*TELEPHONE CALLS TO CHANGE THE WAY YOUR CHILD IS TO GO HOME WILL NOT BE ACCEPTED\***

If a change in transportation is necessary a written note or message on Class Dojo must be provided by the parent to the teacher. For example, if the child is normally a bus rider but will be a car rider for the afternoon, the parent must write the teacher a note stating such, sign and date the note.

**Calling the office requesting for the child not to ride the bus and to be a car rider will not be accepted. Safety of all students is of the highest priority.**

If it is necessary for a student to leave school early, the parent/guardian must check out the student in the school office. A student may not be checked out after **2:40 p.m.** For the safety and security of our children, the individual signing out the student must present identification each time they come to check out a student. **Persons checking out students must be a parent, guardian, or emergency person (18 years or older) and listed by the parent on The Emergency Call Card/Dismissal Card in the principal's office and with the classroom teacher. Persons not listed on emergency**

information will not be allowed to pick up students.

**REMEMBER NO I.D. - NO CHILD - NO EXCEPTION.**

It is parental responsibility to make emergency information changes as necessary in the main office and in the classroom. If the student returns to school that same day he/she must be signed back in at the office and get a hall pass to return to class.

The Cumberland County School System requires that students attending Montclair Elementary School live within our school attendance area. Also, students must be living with a parent, court appointed guardian, or be a ward of the court placed in a home in the school's attendance area. *Families living with other families (e.g., living with relatives in our district), must provide a notarized statement from them saying the student and parent lives in their home. A copy of the relatives' proof of address must be attached.*

**Student Pick-up and Drop-off**

Students are to be dropped off/picked up in the front of the school. Parents will remain in the car rider line (INSIDE LANE) as staff will unload/load the students into cars. If the line is full you MUST circle back around the roundabout and come through again. Repeated requests to move your vehicle WILL RESULT in a referral to the School Resource Officer.

THERE IS TO BE NO DROP OFF BEFORE 8:00.

1<sup>ST</sup> TIME: WARNING

2<sup>ND</sup> TIME: ADMINISTRATIVE CONFERENCE WITH PRINCIPAL

3<sup>RD</sup> TIME: REFERRAL TO SCHOOL SOCIAL WORKER.

Parents are expected to pick up car riders on time. Staff will load car riders until 3:25. After that, parents will be considered late and must come into the office to sign out the child.

PICK UP AFTER 3:25

1<sup>ST</sup> TIME: WARNING

2<sup>ND</sup> TIME: ADMINISTRATIVE CONFERENCE WITH PRINCIPAL

3<sup>RD</sup> TIME: REFERRAL TO SCHOOL SOCIAL WORKER

**Bad Weather**

In the event school is delayed or dismissed early because of adverse weather conditions, an

announcement will be placed on local radio and TV stations. A parent message will also be sent via telephone. Please be sure to keep contact information current in the office in order to receive automated phone calls.

**Student Assignments**

Due to the changing population of our community, student assignments for teachers at the beginning of each school year are subject to change during the first 20 days of school. These changes are usually brought about to balance the number of students assigned to each teacher. We apologize for the changes that have to be made and we ask for your cooperation. If your child is reassigned to another teacher, a letter of explanation will be sent.

Parent requests for a change in classroom assignment due to conflict or disagreement will not be accepted. The Principal will insure all students' needs are met and placed in the best placement possible.

**Student Transfer**

Please notify the school office at least **two days (48 hours)** prior to withdrawing and transferring to another school. A withdrawal form will be filled out, with a current grade status on back of form on his/her last day of attendance provided that he/she has returned all textbooks, library books, and paid any charges due to the school.

**Textbooks**

Textbooks may be issued in grades 1<sup>st</sup>-5<sup>th</sup>. A fee is not charged for these books unless they are damaged or lost. Prior to transferring, all textbooks must be returned to the teacher before a withdrawal form can be issued and records released to another school.

**Library**

Students are allowed to check out and take home books from the Media Center/Library. We encourage students to utilize the Media Center and to exercise care for and return of books on or before the due date. Proper care for Media materials eliminate the need to charge for damage fees or replacement costs for a lost book.

**Field Trips**

The Cumberland County Board of Education requires that all field trips or excursion activities receive prior formal approval from the Superintendent or designee, e.g., local school principal. Educational advantages which can be derived from proposed trips shall be weighed

against such factors as: loss of basic instructional time, cost of the trip, potential liability of school personnel, availability of responsible chaperones and other factors which help determine the net educational value of a proposed trip.

In all cases involving trips away from the school ground, the parents' permission shall be secured for students to make a school trip. No students shall be denied the privilege of participating in a scheduled field trip of his/her class due to lack of funds.

Field trips should be via public transportation. Private vehicles are discouraged for school trips. An adult chaperone must accompany each vehicle used. Buses owned by the school system may be used under established regulations.

A plan for the instructional day must be filed in the principal's office. The plan for students not going on the trip must also be on file to ensure meaningful instruction while others are away. Any trip not on the Board approved list must have prior Superintendent approval.

#### **Abuse/Neglect Suspected Will Be Reported as Required by General Statutes of NC**

We are required by General Statutes to report any incident of child abuse/neglect to the proper authorities (namely the Protective Service Division of the Cumberland County Department of Social Services). Any time physical or mental characteristics that indicate possible abuse are observed, reports are made to one of the following: Principal, Guidance Counselor or Social Worker. The person's name reporting a suspected case of child abuse/neglect is held in strict confidence. The proper authorities will be contacted and provided with the necessary information.

#### **Bus Riding**

Bus riding is a privilege and misconduct on the school bus can result in a suspension. The privilege can be revoked for students who do not follow the conduct and safety rules for school bus passengers. Parents are encouraged to discuss the rules and consequences with their child/children.

Pre-Kindergarten, Kindergarten, First, and Second Grade students must be met at the bus stop by a parent or parent designee. (Parent designee being defined as a middle school/high school student or other responsible adult.) Parents/guardians may provide a signed waiver to

allow 1<sup>st</sup> and 2<sup>nd</sup> graders to walk home from the bus stop unsupervised. If parent consent has not been given and there is no parent/parent designee at the bus stop to receive the student, the driver MUST return the student to the school at the conclusion of the route. Repeated violation of CCS policy/procedure will result in the following:

**STUDENT BROUGHT BACK DUE TO NO ONE AT THE BUS STOP:**

**1<sup>ST</sup> TIME: WARNING**

**2<sup>ND</sup> TIME: ADMINISTRATIVE CONFERENCE WITH PRINCIPAL**

**3<sup>RD</sup> TIME: REFERRAL TO SCHOOL SOCIAL WORKER/BUS PRIVILEGES REVOKED**

School Administration has the authority to suspend students from riding the bus for the following infractions:

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity, refusing to obey instructions of school authorities or a bus driver while riding a school bus.
3. Tampering with a school bus.
4. Refusing to meet the bus at designated stops.
5. Unauthorized leaving of the bus when in route to and from school.
6. Playing, throwing trash, paper or other objects while the bus is in operation.
7. Failing to observe established safety rules and regulations of the driver.
8. No electronic devices are allowed on the school bus.
9. No eating or drinking allowed on the school bus.

The following policy will be utilized to monitor any behavior problems or concerns while on the school bus:

- a. First offense will be a verbal warning to the child. A letter will be sent home to the parent explaining what incident occurred on the bus. The parents of K-2 students will be notified by telephone and in writing. A letter will notify the parents of 3<sup>rd</sup>-5<sup>th</sup> graders.
- b. Second offense will result in a three day suspension from the school bus. The parent will have to provide transportation to and from school during this time. A notice will be given 24 hours before the suspension occurs.
- c. Third offense will result in a five day suspension from the school bus. The parent will have to provide

transportation to and from school during this time. A notice will be given 24 hours before the suspension occurs.

- d. Fourth offense will result in a seven day suspension from the school bus. The parent will have to provide transportation to and from school during this time. A notice will be given 24 hours before the suspension occurs.
- e. Fifth offense will result in a suspension from the school bus for the remainder of the year. A parent conference will be required.

The exception to all rules will be fighting in any form. All students involved in fighting will automatically be suspended for a minimum of three days regardless of who is at fault. Fighting in any form is a safety hazard and we recommend that you instruct your child to remove him/herself from the situation immediately by reporting it to the driver.

### **Dress Code**

Cumberland County Board of Education approved Montclair Elementary School to have a Uniform Dress Code; however it has been paused for the 22-23 SY due to supply chain and uniform availability issues that CCS has verified with major area retailers. Parents may send children to school in uniforms if they desire to do so and are able to locate them, but there will be no penalty imposed upon a student for a uniform violation. All students will be expected to wear school-appropriate attire, even if they opt not to wear uniforms.

"Sagging" of pants will not be permitted. Females may also wear capris, skorts and jumpers. Shorts, skorts, and skirts must be finger tip or longer when the student's arms and hands are extended down the leg. It is recommended that students who are unable to tie shoe laces wear shoes with Velcro fasteners. Untied shoe laces present a safety hazard. Shoes must cover the foot completely (no open toes, open heels). For safety reasons; heels cannot be any higher than 1 inch. No scarves or bandanas can be worn. No hoods or hats on in the building.

### **Grading System**

The Progress Rating Scale/Numerical Average for grades Kindergarten through Fifth Grade:

#### K-2

- 4- Above Grade Level
- 3- On Grade Level
- 2- Below Grade Level
- 1- Well Below Grade Level
- /- Not Assessed

#### 3-5

- A- 90-100
- B- 80-89
- C- 70-79
- D- 60-69
- F- 0-59

#### K-5

- S- Satisfactory
- N- Needs Improvement
- U- Unsatisfactory

### **Criteria for Determining Grades**

The following basic criteria are to be considered in the grading of students:

- \*Performance
  - Class participation
  - Assignments
  - Projects
- \*Test

### **Homework**

At Montclair Elementary School, we support the belief that homework is an extension of the learning taking place within the classroom. We believe that the development of study skills must be an integral part of students' academic foundation for lifelong learning. Research shows a correlation between homework, student achievement, and the development of critical thinking.

Homework will be assigned appropriately to all students, grades K-5. It will be used as reinforcement of the North Carolina Standard Course of Study and will not introduce new or unfamiliar concepts. Homework will not be assigned on the weekend with the exception of extended projects or by parental request.

#### K-2

- \*Reading/Writing -10-15 min per night
- \*Math-10-15 min per night

3-5

\*Reading/Writing-15-30 min per night

\*Math-15-30 min per night

Teachers will:

\*Provide clear, concise directions and expectations for completion of the assignment.

\*Check, evaluate, review, and provide immediate feedback in a timely manner.

\*Refrain from using homework as a disciplinary measure.

\*Refrain from giving students failing grades when homework is not completed.

\*Notify parents when homework is not completed.

\*Not use HW as a grade

### **Progress Report**

A progress report will be sent at the midpoint of each 9 weeks.

### **Awards**

#### Criteria for Honor Roll for the nine weeks Policy

**"A"/All 4s Honor Roll - for the nine weeks**

Must have all A's for the nine weeks

No discipline referrals

No N's or U's in any Support area

**"A/B"/ 3s and 4s Honor Roll - for the nine weeks**

Must have all A's/B's for the nine weeks

No discipline referrals

No N's or U's in any Support area

**Kindness Award - for the nine weeks**

No office referrals

Displays random acts of kindness throughout the school

**Bringing Up Grades Awards - for the nine weeks**

Should begin 2<sup>nd</sup> nine weeks

For students who do not make honor roll and have brought up two grades and not gone down in any subject.

**Terrific Kids**

Every teacher should have Terrific Kids for the 9 weeks. These students will be recognized based on the character traits.

The honor roll will be calculated for the entire school year after grades for the fourth nine weeks are determined.

**"A"/ 4s Honor Roll all Year**

Must have all A's each nine weeks

No discipline referrals

No N's or U's in any Support areas

**"A/B"/ 3s and 4s Honor Roll all Year**

Must have all A's and B's for the entire year. (No C's, NOT AVERAGE, for any grading period.)

No discipline referrals

No N's or U's in any Support areas

**Kindness Award - for the Year**

No office referrals for the year

Displays random acts of kindness throughout the school

**"Extra-Effort" Yearly Award**

This award is for students who do not make honor roll and have made progress during the year.

### **Child Nutrition Information**

Breakfast and lunch will be provided to all students at no cost throughout the school year. No outside food items are to be brought into the school building. This includes fast food, cupcakes, cakes, candy, etc. Montclair Elementary follows the School Wellness Policy (6140) and the Smart Snack Standards for Foods provided by the FDA. All questions regarding snacks or birthday celebrations should be directed to the office.

Parents are encouraged to check the menu on the Montclair Elementary School website.

### **Medicine**

Students are not permitted to bring medication to school. Medicine cannot be administered to a child unless we have a completed "Physician's School Medication Form" on file in the office. The form can be obtained from the school office.

Once the form has been completed the medication must be brought to school in the original container with your child's name, amount of medication to be administered, time the medication is to be administered and the time the medication is to be dispensed listed on the label. Any and all medications are to be brought to and from school by the parent/guardian. All medications are kept in a locked cabinet in the office.

The child will be excused from the classroom to report to the office when it is time to take his/her medication(s). All medication given at school will be logged daily. No type of medication is to be carried on the school bus.

All medication **MUST** be picked up on the last day of school by parent/guardian or by the last teacher workday.

#### PTA

The PTA will meet at least four times each school year. This school year we would like for our membership to equal our student enrollment. Please help us work on this goal. Membership is open to anyone interested in helping our students, parents, grandparents other relatives, guardians, etc. Membership dues are \$8.00. Please refer to the master calendar for mandatory meetings that involve PTA and our students/staff.

#### Parent Parking

Visitors are to use the parking area in the front of the school and report directly to the front office upon arrival. **Parents are NOT to park in the bus lot or the fire lane.**

#### Parent Engagement Information

NCLB Title 1 Part A requires our school to have a parent involvement policy for the purpose of informing and providing opportunities for parents to be involved in the educational process of their children. Our Parent involvement policy includes the following components:

- School Parent Advisory Council to serve as part of the School Improvement process. Representation includes parents from PTA, special Populations, and other areas specific to our school. A representative from this group will also serve on the District Parent Advisory Council.
- Provisions for parents to receive information in a timely manner, including, but not limited to, the following:
  - ✓ School and District Report Card
  - ✓ Description of curriculum, State Content Standards, and how student progress is measured
  - ✓ Timely responses to parents suggestions
  - ✓ Inclusion of parents' input on school wide school and District project plans
  - ✓ Qualifications of teachers

- Parents reflecting the socioeconomic and racial diversity of our school will serve on School Improvement Teams. School Improvement Teams meet regularly to review, discuss improvements or concerns. School Improvement Teams develop School Improvement Plans, Title 1 programs, parent involvement policies, and other school wide programs.
- A School/Parent Compact that outlines how parents, entire school staff, and students will share the responsibility for improved student achievement.
- Parents are provided opportunities to meet regularly with teachers, principals, and resource personnel through parent conferences and Student Services Team meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

#### Parent involvement activities at our school include but are not limited to:

Our school shall conduct an annual meeting at a convenient time(s) for parents to provide information about the Title 1 Program, Title 1 requirements and the rights and privileges of parents to be involved in the education of their children.

Meetings for parents shall be offered at a variety of times and funds will be provided for transportation and childcare as such services relate to parental involvement.

#### We shall provide to parents the following timely information:

- School Report Card
- Student assessment results
- Description of the curriculum and how student progress is measured
- Proficiency levels students are expected to meet
- Opportunities for meetings requested by parents to share experiences and formulate suggestions relating to the education of their children
- Inclusion of parents' input on School wide project plans
- Our school will use the school-parent compact.

#### We will provide information and materials to parents about the following:

- The school's programs

- No Child Left Behind Act of 2001
- State content standards, and student performance standards
- State and local assessments
- Ways to monitor student's educational progress
- Ways to improve the academic performance of students
- Ways for parents to participate in educational decision-making

Additional parent involvement activities can/will include:

- Workshops to help parents work with their children to improve academics
- Support of district training of school personnel
- Parent education workshops as requested by parents
- Parental Facilitator
- Monthly school activity calendar and newsletter
- School marquee
- MCES reminders
- Parent Volunteers
- CCS/MCES Web Page ([www.ccs.k12.nc.us](http://www.ccs.k12.nc.us) or [www.mces.k12.nc.us](http://www.mces.k12.nc.us))
- Parent Resource Center
- Room Parents
- Quarterly PTA meetings/PTA sponsored family activities
- Parent Student Handbook
- Weekly Observations (45 minutes once per week)
- Parent/Teacher/Student-led Conferences
- Monthly events for parental involvement on and off campus

## School Expectations

**No flowers or balloons permitted.**

**Code of Conduct:** The first week of school, Montclair Elementary students receive a copy of the Cumberland County Schools Student Code of Conduct. All students are expected to comply with all rules governing behavior and conduct. Violations and consequences are listed in the Code of Conduct for parents/guardians and students to review.

- Violations may result in a disciplinary action including expulsion or suspension of the student.
- Montclair Elementary School participates in Positive Behavior Intervention and Support (PBIS), which is an important district initiative for all students that is designed to prevent problem behavior. Students, however, may be referred to administration for problem behavior and/or suspension.
- The General Assembly of North Carolina has adopted the "School Violence Prevention Act" that governs Bullying and Harassing Behavior. Therefore, Montclair Elementary School will enforce the "no tolerance policy" for bullying and harassing behaviors.

**Emergency Information:** Each parent/guardian is asked to supply the school with the information pertinent to emergencies. Students can better be protected if we have at least two phone numbers where one or both parents can be reached.

- Parents are also asked to provide at least two additional numbers of designated persons that can be reached in case of an emergency.
- **Important:** changes in home/emergency telephone numbers and/or mailing addresses must be kept current. Changes will not be taken by phone. Parents/guardians must make changes in the office and are required to provide identification.
- Cumberland County Schools maintains the Parent Link telephone system that provides a means for all schools to communicate important information to each student's household. The principal may communicate information about upcoming events, e.g. book fair, fundraisers, picture days, testing, inclement weather, delays or NO SCHOOL, etc.
- Please keep your telephone information current with the office so you do not miss out on any important information. Local telephone numbers are preferable.



visiting classrooms while instruction is taking place.

**Illness:** If your child comes to school when he/she is not feeling well, they will be vulnerable to infection. It is in the best interest of your child and of the other people at school to keep him/her home when he is ill. A child needs to be well to be able to participate actively in the program. If your child must be absent for an extended illness, please call the office.

**Immunizations:** G.S.130A-155.....If a certificate of immunization is not presented on the first day, the principal or operator shall present a notice of deficiency to the parent, guardian or responsible person. The parent, guardian or responsible person shall have 30 calendar days from the first day of attendance to obtain the required immunization for the child.....Upon termination of 30 calendar days or the extended period, the principal or operator shall not permit the child to attend the school facility unless the required immunization has been obtained.

**Parent Conferences:** Parents may make appointments for conferences with teachers, counselor, or principal by emailing the teacher, counselor([melodyfulmore@ccs.k12.nc.us](mailto:melodyfulmore@ccs.k12.nc.us)) or parent facilitator ([timberlyeverette@ccs.k12.nc.us](mailto:timberlyeverette@ccs.k12.nc.us))  
**Teachers WILL NOT be interrupted during their teaching time.**

**Visitors:** Visitors are welcome at Montclair Elementary School. For the safety and security of our students, parents/visitors will not walk students to class. Visitors **MUST** always sign in at the office. **Please have your ID ready. NO ID=NO VISIT.** A visitor's badge will be issued in the office at sign in. Remember - your cooperation is essential.

- Please do not interrupt the teacher's instructional time. If your visit is for a conference with the teacher, make sure you have an appointment.
- Classroom visits are to be scheduled no longer than 45 minutes. Please put cell phones on vibrate and refrain from talking while observing the student. There should be no interaction while the teacher is instructing the class.
- Parents with small babies, toddlers, and non-school aged children should refrain from

Students who are required to pay for meals are expected to provide payment at the time of service using one of the approved pre-payment methods on their individual account or a cash payment at the time of purchase. In situations where students are unable to pay for a meal on a particular day due to a lack of money, the following charge policies shall be followed:

- Students in grades preK-8 may acquire a negative balance up to \$15.00 in meals due to forgotten money for their meals. Students with a negative balance may not purchase a la carte items, with the exception of milk (purchased with cash). If a student's meal will exceed the negative balance limit of \$15.00, that student will be offered an alternative breakfast/lunch tray.
- High school students will need to have money to purchase meals/a la carte items. If a high school student does not have money for their meal, they will be offered an alternative breakfast/lunch tray. Charging is not permitted in high school cafeterias, with the exception of the first week of the school year as authorized by the superintendent.
- Adults must have money at the time of purchase. Charging is not permitted in school cafeterias for adults.

#### Alternative Meals

- **Breakfast:** The alternative breakfast tray will consist of a milk and cereal selected by the manager.
- **Lunch:** The alternative lunch tray will consist of the option of two vegetables, a fruit, a milk, and a cold sandwich selected by the manager. Cafeteria managers may provide (based on product availability) a cold cheese, ham or turkey sandwich.
- **Special Diets:** An appropriate alternative breakfast/lunch tray will be provided to students who have a completed Medical Statement for Students with Special Nutritional Needs for School Meals on file in the cafeteria.

#### Negative Balances:

Once a student acquires a negative balance the cafeteria manager will check to see if the student has a free or reduced application on file. If the student does not have an application on file, the cafeteria manager will give one to the teacher for the student to take home and their caregiver to complete. A free/reduced lunch application can also be completed online.

The parent/guardian will be contacted if a student's account has a negative balance. Cafeteria managers will periodically identify students with low and negative balances and place ParentLink calls to the respective students' homes to inform parents of the students

account balance. Parents can add money to their student's account via K12PaymentCenter.com or by providing funds to the school cafeteria.

Negative balances on student accounts should be paid in the school cafeteria as soon as possible to prevent the student being subject to alternative meals. The CNS office at 810 Gillespie Street (910-678-2502) will accept payment for negative balances remaining on the account after the last day of school. Positive balances on student accounts shall be carried forward to the following school year.

Per the requirements of OMB A-87 (Federal Office of Management and Budget): "Bad debts including losses (whether actual or estimated) arising from uncollectible accounts and other claims, related collection costs, and related legal costs, are unallowable." In order to clear the outstanding charges, the caregiver has to issue a payment to Child Nutrition.

The Child Nutrition website will contain current links to the online Free/Reduced Lunch Application, the online pre-payment site, and the policy and procedures for handling students without money.

Approved by Superintendent: June 12, 2017. Revised July 11, 2022.

