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# Port Chester Middle School **Student Handbook**

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Doris Dapaah - Principal

Kristin Pascuzzi - Assistant Principal

Christine Rascona - Assistant Principal

Steven Vargas - Assistant Principal

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## Mission Statement

The Port Chester Middle School is committed to the individual needs of its diverse population. Our aim is to ensure that all students will achieve academically, develop socially, and discover their unique gifts and talents.

## Principal's Message

Welcome to the PCMS family! We are a diverse group of people that consists of students, families, and staff. We are a community where everyone belongs!

To our new sixth graders, we welcome you to our family and look forward to an exciting three years. Seventh graders, you now have a solid foundation, and we have great expectations for you. Eighth graders, you are the leaders of the school, and we expect you will work hard and be model citizens for your younger peers. Always remember to be responsible and respectful.

Your success here at the middle school will be based on you and the great decisions you will make at PCMS. The theory is quite simple. Be a good person, do what is required of you by your teachers, and everything else will fall into place. Seek advice from your teachers, school counselors, or administrators whenever there is a need. Show pride in your school and have a great year.

PCMS is very proud to have been named a "No Place for Hate School" by the New York State Anti-Defamation League. We are committed to promoting unity and respect, while reducing bullying, name calling, and other expressions of bias. Be good to people and they will be good to you.

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## Directory

School Administration		
<b>Doris Dapaah</b> Principal	<a href="mailto:Ddapaah@pcrufsd.org">Ddapaah@pcrufsd.org</a>	914-934-7935
Martha Andino Secretary to the Principal	<a href="mailto:mandino@pcrufsd.org">mandino@pcrufsd.org</a>	914-934-7931
Catherine Dandry Senior Secretary, Main Office	<a href="mailto:cdandry@pcrufsd.org">cdandry@pcrufsd.org</a>	914-934-7932
Chrstine Rascona Assistant Principal	<a href="mailto:crascona@pcrufsd.org">crascona@pcrufsd.org</a>	914-934-7933
Suey Pilke Secretary to the Assistant Principal	<a href="mailto:spilke@pcrufsd.org">spilke@pcrufsd.org</a>	914-934-7934
Kristin Pascuzzi Assistant Principal	<a href="mailto:kpascuzzi@pcrufsd.org">kpascuzzi@pcrufsd.org</a>	914-934-8152
Helen McGuire Secretary to the Assistant Principal	<a href="mailto:hmcguire@pcrufsd.org">hmcguire@pcrufsd.org</a>	914-934-7939
Steven Vargas Assistant Principal	<a href="mailto:svargas@pcrufsd.org">svargas@pcrufsd.org</a>	914-934-2406
Medical Office		
Sherry Steel	<a href="mailto:ssteel@pcrufsd.org">ssteel@pcrufsd.org</a>	914-934-7942
Leslie Torres Nurses	<a href="mailto:letorres@northchesterschools.org">letorres@northchesterschools.org</a>	914 934-2299
Cristina Coffaro Secretary, Nurse's Office	<a href="mailto:ccoffaro@pcrufsd.org">ccoffaro@pcrufsd.org</a>	914-934- 8035
<b>Attendance Line: 914-934-7943</b>		

School Counselors		
Jordan Benavides	<a href="mailto:jbenavides@pcrufsd.org">jbenavides@pcrufsd.org</a>	914-934-7937
Monique Martinez	<a href="mailto:MMartinez@pcrufsd.org">MMartinez@pcrufsd.org</a>	914-934-7878
Michael Ortiz	<a href="mailto:mortiz@pcrufsd.org">mortiz@pcrufsd.org</a>	914-934-7883
Louise Piccolino	<a href="mailto:lpiccolino@pcrufsd.org">lpiccolino@pcrufsd.org</a>	914-934-7938
Ray Sarcone	<a href="mailto:rsarcone@pcrufsd.org">rsarcone@pcrufsd.org</a>	914-934-2994
Sandra Villanova Guidance Secretary	<a href="mailto:svillanova@pcrufsd.org">svillanova@pcrufsd.org</a>	914-934-7936
School Psychologists		
Anthony Bellettieri	<a href="mailto:abellettieri@pcrufsd.org">abellettieri@pcrufsd.org</a>	914- 934-7914
Dr. Kathrine Hernandez	<a href="mailto:khernandez@pcrufsd.org">khernandez@pcrufsd.org</a>	914-934-2038
Social Worker		
Defny Gamboa Social Worker	<a href="mailto:dgamboa@pcrufsd.org">dgamboa@pcrufsd.org</a>	914-934-8394
External Agencies		
Family Services of Westchester		914-937-2320
Open Door Nurse Practitioner		914-939-1477

## Port Chester Middle School Website

Please visit our website at <https://www.portchesterschools.org/pcms/home>. You can find the most recent PCMS information, upcoming events, administrator, teacher and staff contact information and email addresses, District Code of Conduct (BOE Policy 5900), and the District Wellness Policy (BOE Policy 5405). Academies, Departments, and clubs post their calendars, homework, upcoming trips and events.

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## PCRUFSD District Code of Conduct

The District Code of Conduct clearly defines individual responsibilities, describes unacceptable behavior, and provides for appropriate disciplinary options and responses.

To be effective, we believe a Code of Conduct must:

1. Identify, recognize, and emphasize acceptable behavior and a positive school climate.
2. Identify, recognize, and prevent unacceptable behavior.
3. Promote self-discipline.
4. Consider the welfare of the individual, as well as that of the school community as a whole.
5. Promote a close working relationship between parents/guardians, and the school staff.
6. Distinguish between minor and serious offenses, as well as between first time and repeated offenses.
7. Provide disciplinary responses that are appropriate to misbehavior.
8. Outline procedures to ensure that discipline is administered in a way that is fair, firm, reasonable and consistent.
9. Maintain a high regard for every person's right to reasonable hearing procedures, and due process when accused of misconduct.
10. Comply with the provisions of federal, state and local laws, as well as the guidelines and directives of the New York State Department of Education and the Board of Regents.

We expect that parents/guardians will assume primary responsibility for control of their child. They may be called upon to actively cooperate with the school in providing the necessary structure to promote their child's social and educational growth.

Unless otherwise indicated, this Code applies to all students, school personnel, parents/guardians, and other visitors when on school property, or attending a school function.

The entire code of conduct can be found at: <https://www.portchesterschools.org/>

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## Inappropriate Behaviors

Although it is both impractical and unreasonable to describe all possible categories of inappropriate behavior, below is a list of infractions that may result in detention or suspension from school.

- Chronic tardiness to class or school
- Cutting class
- Crossing Bowman Avenue at undesignated areas
- Disrespect shown towards lawful authority and school personnel
- Failure to report to the attendance secretary when tardy to school
- Failure to report to an administrator when asked to leave class
- \*Graffiti
- Intolerable, disruptive, and aggressive behavior
- Possession and/or use of a weapon or items which resembles a weapon.
- The use of any toy, electronic device, etc. that distracts and/or interrupts the educational process
- Truancy
- The wearing of headphones, air pods etc.
- Bullying, which includes cyberbullying
- Fighting
- Use of profane language
- Possession and/or use of contraband, drug paraphernalia, including but not limited to possessing and/or using vape pens, tobacco products, or drugs

## Cell Phones

All student cellphones should be left in lockers during school hours. Cell phones that are turned on and/ or in a student's hand, including use in bathrooms and dining areas, will be confiscated and handed over to the assistant principal of the corresponding grade. Any phone confiscated will need to be picked up by a parent. The school is not responsible for these items. Please see Portchester School District Website for further information on cellphone policies. [www.portchesterschools.org](http://www.portchesterschools.org)

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## Dress Code (BOE Policy 5311.5)

At Port Chester Middle School, all students are expected to give proper attention to personal cleanliness, and to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Teachers and all other school and district personnel are responsible for exemplifying and reinforcing acceptable student dress, and helping students develop an understanding of appropriate appearance in a school setting. In accordance with the Port Chester School District's Board Policy, a student's dress, grooming, and appearance shall:

- Be safe, appropriate, and support the academic engagement and educational rights of themselves and others. Clothing that interferes with, distracts from, or disrupts the educational process is not acceptable.
- Be safe, wear appropriate footwear.
- Any dress appearance which is vulgar, lewd, obscene, or indecent or profane or which exposes to sight the private parts of the body (e.g., t-shirts with a phallic symbol and messages consisting of sexual metaphors; see through garments, extremely plunging necklines or waistlines; any dress or appearance which encourages or advocates the use of illegal drugs, alcohol and/or tobacco.
- Be respectful: The wearing of hats in the classroom as they are a sign of disrespect (unless worn for religious or medical reasons).

Each building principal and/or assistant principals shall be responsible for informing all students and their parents/guardians of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. The Superintendent of Schools and other designated administrative personnel have the authority to require a student to change his/her attire should it be deemed inappropriate.

## Administrative Detention

One type of discipline referral requires a child to serve after-school detention until 3:30 pm. Generally, administrative detentions will be served the following day. If a student misses administrative detention, it will be doubled and may lead to further disciplinary action. Students are not permitted to wait for classmates who are serving detention.

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## Consequences

Any suspension may result in the loss of school privileges – class trips, dances, etc., for a minimum period of thirty consecutive school days beginning with the date of incident. A parent must come to school to meet with an administrator and counselor when his/her child has been suspended. The duration of the consequence is at the discretion of the administrator. In an attempt to reduce the occurrence of multiple suspensions, any student that is suspended will speak with a school counselor.

## Substance Abuse

PCMS students are expected to live healthy lifestyles and make good decisions. Students are expected not to participate in activities involving smoking, vaping, alcohol, or other drugs, including marijuana. Student involvement with alcohol or drugs will result in an investigation. Based on the findings, consequences can include suspension from school and/or a referral to law enforcement

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## Fighting and Physical Contact

Fighting or aggressive physical contact is not appropriate for the school environment at any time. All students involved in a physical conflict are responsible for their actions, and will meet with an administrator and counselor to determine the appropriate restorative measure to support a student's learning, repair the harm done, and provide an opportunity for learning. This process may involve assignment of a consequence such as detention in school, or out of school suspension.

## The Dignity Act

The intent of the Dignity for All Students Act (Dignity Act) is to provide all public school students with an environment free from harassment, bullying (including cyberbullying) and discrimination, as well as to foster civility in public schools. The Dignity Act focuses on the prevention of discriminatory behaviors, including harassment/bullying, through the promotion of educational measures meant to positively impact school culture and climate. (NYSED 2013)

## Harassment or Bullying

Harassment or bullying is the creation of a hostile environment by conduct or by threats, intimidation or abuse, including "cyberbullying," that interferes with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; reasonably causes a student to fear for his or her physical safety; reasonably cause a physical injury or emotional harm to a student; occurs off school property and creates a risk of disruption within the school environment. Acts of harassment and bullying can include, but are not limited to, acts based on a person's race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. These actions include both verbal and non-verbal actions. (NYSED 2013)

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## Scope of Cyberbullying

Cyberbullying may include, among other things, the use, both on and off school property, of electronic technology, including, but not limited to, e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. (NYSED 2013)

## Dignity Act Coordinators for Port Chester Middle School

If an incident occurs, the following DA Coordinators are available to assist you.

Dignity Act Coordinators		
Doris Dapaah Principal	<a href="mailto:ddapaah@pcrufsd.org">ddapaah@pcrufsd.org</a>	914-934-7935
Christine Rascona Assistant Principal	<a href="mailto:crascona@pcrufsd.org">crascona@pcrufsd.org</a>	914-934-7933
Kristin Pascuzzi Assistant Principal	<a href="mailto:kpascuzzi@pcrufsd.org">kpascuzzi@pcrufsd.org</a>	914-934-8152
Steven Vargas Assistant Principal	<a href="mailto:svargas@pcrufsd.org">svargas@pcrufsd.org</a>	914-934 2406

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## Disciplinary and Remedial Consequences for Harassment and/or Bullying

The Dignity Act requires the development of balanced, progressive, and age- appropriate responses to discrimination, harassment, and bullying of students by students. These responses are designed to correct the problem behavior, prevent future occurrences of the behavior, and protect the target of the act. (NYSED 2013)

Appropriate remedial measures for harassment or bullying may include, but are not limited to:

- Peer support groups
- Assignment of an adult mentor at school that the student checks in with at the beginning and end of each school day
- Corrective instruction that reemphasizes behavioral expectations or other relevant learning or service experience
- Engagement of student in a reflective activity, such as writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed
- Supportive intervention and/or mediation where constructive conflict resolution is modeled
- Behavioral assessment or evaluation
- Behavioral management plans or behavior contracts
- Student counseling and parent conferences
- Suspension

## Notification of Law Enforcement

The principal, assistant principals, school counselors or teachers are required to notify appropriate local law enforcement when they believe that any harassment, bullying or discrimination constitutes criminal conduct. (NYSED 2013)

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## Non-Retaliation

Retaliation against any person who has assisted, or participated in any manner in an investigation, proceeding, or hearing of a bullying complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, internet abuses, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action up to and including suspension. (NYSED 2013)

## Restorative Practices

In accordance with the school code of conduct PCMS follows restorative practices for both students and staff.

Restorative practices' main focus is on fostering a sense of community within classrooms to prevent conflict and on reacting to misconduct by encouraging students to accept responsibility and rebuild relationships.

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## School Culture and Climate

PCMS is a school where all children and adults know they belong. We have high expectations, empathy, acceptance, and kindness for all. Students are expected to contribute to a healthy school and safe school. Students will be respectful to all, clean up after themselves while on school grounds, in the lunchroom, classrooms, restrooms, hallways, and outside.

## Academics

Classes at PCMS are designed to provide a curriculum that is integrative, exploratory, relevant, and rigorous. Please refer to our website for more information.

## Student Expectations

Students are expected to be good citizens, responsible and respectful, in classrooms, lunch spaces, hallways, and outside areas.

## Support Services

### *School Counselors*

PCMS has five school counselors that fill multiple roles for parents, students and staff. They act as a means of communication, resolver of conflicts and are the personal point of contact between home and school. A student's school counselor exemplifies the schools' commitment to maintaining a vital and human connection between adults and the student.

### *School Psychologists*

The aim of the psychological staff at Port Chester Middle School is to assist children, parents, and staff with both behavioral and academic difficulties. Through direct interaction with students, the psychological staff can assist in a wide array of emotional and academic difficulties including grief counseling and increasing academic motivation and persistence. Academically, the psychological staff at the Port Chester Middle School can work both directly and indirectly with students, offering advice and strategies to teachers and through direct activities and observations with students. Referrals to our staff can be made directly by parents or through the RTI/IST (Instructional Support Team) of the school.

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#### *Social Worker*

The school social worker seeks to ensure that our students are mentally, physically, and emotionally present in the classroom. and promote our philosophy of being good citizens. They may provide both individual and group therapy.

#### *Family Services of Westchester*

We are fortunate to have Family Services of Westchester provide a satellite school-based mental health clinic within the Port Chester Middle School to assist students with emotional, behavioral and academic challenges so that they can succeed in school and plan for their future. Family Services of Westchester provides individual, family and group counseling, after school programs with an emphasis on improving academics, and educational parent workshops. Their goal is to assist the students and their families in building healthy and strong relationships, effectively communicating with school personnel, and building connections to their community.

## Lockers

Lockers are the property of PCMS and each student is issued a locker for his/her exclusive use. Keep your locker neat and orderly. Do not share your locker or give anyone your combination. Never put valuable items or money in your locker. The school is not responsible for any items stored in students' lockers. Lockers are subject to search, without the permission of students if the administration deems such a search necessary to maintain a safe and orderly school environment.

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## *Academy by Grade Level*

### *6th grade:*

*Crawford Park Academy*

*Lyon Park Academy*

*Tamarack Tower Academy*

*Del Bianco Academy*

### *7th grade:*

*Columbus Park Academy*

*Lifesaver Academy*

*Washington Park Academy*

### *8th grade:*

*Edgeland Academy*

*Sawpit Academy*

*Waterfront Academy*

*Del Bianco Academy*

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## Lateness Policy (BOE Policy 5161)

All Students must arrive at 8:10 am. When a student has a fourth unexcused tardy per marking period, detention must be served the following day. A detention will be assigned for each subsequent unexcused lateness. Detention is from 2:56 pm to 3:30 pm.

- Notes stating unexcused reasons for lateness will not preclude a child from serving detention. (Sleeping late, missing a bus or ride, taking care of a sibling, taxis are not legal reasons for lateness.)
- For excused lateness a doctor, dentist, passport, etc. a note is required.
- Any student arriving after 12:00 pm, may not participate in that day's sports, clubs, concerts, dances and/or activities.
- A student who is chronically late will be referred to counseling and/or the administrative team.

## Attendance (BOE Policy 5160)

All students are expected to attend class regularly except in the case of illness, sickness, death in the family, religious observances, or required court appearances. When a student needs to be excused early or does not attend a class, a written statement from the parent or guardian is required explaining the reason for the absence(s); along with proof of appointment. Note: vacations should be planned and taken in accordance with school vacation time. **Please understand that when a student leaves early or returns late from vacation his/her education will be disrupted. Any vacation time taken during school hours should be discussed with the student's school counselor.**

Parents/Guardians must call the attendance office, 914-934-7943, before 8:00 am if his/her child will be late or absent that day. If parents anticipate that his/her child will be absent from school for two or more days, it is the responsibility of the parent(s) to request missed assignments/homework from (Counseling Office) by calling 914-934-7936. Students are responsible for all missed work when they are absent. Families of children who are absent and have not called the school will receive a call via Parent Square. This procedure is for the safety of our children. If you have any further need for explanation about the School Attendance Policy, please refer to School District Policy 5100/Attendance.

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## Health Services

All health services for students and staff will go through the school nurse's office. Some of these services are illness, emergency care, review of immunizations and medication administration. If a student will be taking medication during school hours, please pick up the proper form for administration in the nurse's office. This form must be completed and signed by the health care provider and parent; when the form is completed please return it to the school nurse along with the medication in a pharmacy labeled container. The school nurses, Sherry Steel and Leslie Torres, can be reached by calling 914-934-7942 or 914-934-2299.

## School Based Health Clinic (Open Door)

The Open Door Center is a school-based health center that is available to our students upon parents' consent. They provide physical exams, diagnosis and treatment of acute and chronic illness, treatment of minor injuries, immunizations, vision and hearing screenings, health and nutrition education, weight management, dental care, prescription medications, mental and behavioral health services, etc. Parent consent forms are available in the Nurse's Office. The nurse practitioner can be reached by calling 914-939-1477.

## Parent Teacher Association

Meetings are held monthly in the middle school. All are encouraged to join and support your PTA. Please refer to the school calendar for more information about the PTA.

## Library/Media Center

The Port Chester Middle School Library Media Center is a place where students may come to study, do research, or work quietly. Students must have a pass from a teacher to use the library on an individual basis. Each student must have an internet usage permission form on file in order to use the computers in the library, as well as anywhere in the school. Laptops are available for students to use in the Library. The library phone number is 914-934-7941.

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## Contact Information

All families must maintain current email, home phone, emergency contacts and cell phone numbers in our eSchoolPlus Directory. Students will not be released to anyone that is not on the contact list. If you need help, please contact the main office by calling 914-934-7932.

## Change in Student Information

It is imperative that the guidance office be notified immediately of any change of address, phone numbers, or emergency information during the academic school year. Students may not be in school if information is not updated.

## School Hours

Our day begins at 8:10 AM and ends at 2:56 PM. Students may "drop in" after school to see their teachers up until 3:05 PM. Monday through Thursday. Students may not be in the building unsupervised before or after normal school hours. All students must be in their homeroom class by 8:15 AM.

## Classroom Technology

Students will be using technology each day. Students and their parents must sign the district's Acceptable Use Agreement at the beginning of each year promising to use the school's computers and other forms of technology properly. Inappropriate use of technology, including on devices belonging to a student, will result in disciplinary consequences and reimbursement.

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## Report Card Marking Periods

Marking Period 1	September 2 , 2025 - November 10 , 2025
Marking Period 2	November 12 , 2025 - January 30 , 2026
Marking Period 3	February 2 ,2026 - April 17, 2026
Marking Period 4	April 20, 2026 - June 26, 2026

## Digital Progress Reports

Week of:

- October 2025
- December 2025
- March 2026
- May 2026

## Parent Meetings

**Back to School Night** – September 11 , 2025 – 6:00 pm

On this night you will be able to meet your child's teachers and follow his/her schedule. This is a great night to join the PTA.

**Parent Teacher Conferences** - November 19, 2025, January 14, 2026 and March 25, 2026 1pm - 8pm

At any time, you may request to set up a meeting with your child's academy through his/her school counselor or academy leader.

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## Grading System and Report Cards

Our grading system consists of using numerical grades to indicate the level of performance. Report cards are issued four times a year to each student. Progress reports are sent to all students midway through each marking period. Parents are encouraged to discuss their child's progress with teachers and counselors. Any grade that falls below a 70 is considered failing.

## Honor Roll

An Honor Roll will be published and posted for each marking period. To be placed on the High Honor Roll you must have an academic average of ninety-three percent or better with all grades of 70 or better. To be placed on the Honor Roll you must have an academic average of eighty-five percent or better with all grades of 70 or better. Honor Roll calculations are based on all classes, except RTI/Achieve/Resource room or Learning Center.

## National Junior Honor Society

Membership in the Port Chester Middle School chapter of the National Junior Honor Society is an honor bestowed upon 7th and 8th grade students. Selection for membership is made by a faculty committee and is based on scholarship, character, leadership and service. To be eligible for selection you must have an 88 average. Eligibility for consideration does not guarantee selection. Students who are eligible for consideration will be notified and asked to submit an application form to help the faculty committee in the selection process. Application, information, and requirements can be found on the website. Please contact Ms. Rebecca Peters [rpeters@portchesterschools.org](mailto:rpeters@portchesterschools.org) and/or Elaine Hernandez [ehernandez@portchesterschools.org](mailto:ehernandez@portchesterschools.org) for additional information or questions.

## Backpacks/Book Bags/Handbags

Students may carry their books to and from school in a backpack. However, while in school all students must store their backpack in their lockers. No student will be permitted to carry backpacks, book bags and/or handbags to and from classes

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## Early Dismissals and School Closings

When emergencies warrant the closing of school:

A telephone/text message system notification that will notify students and staff of school closings, delayed openings, as well as upcoming school functions. It is imperative that home telephone numbers and E-mail addresses are up-to-date in order for it to work. Please notify the school A.S.A.P. of a telephone number or E-mail address change. Information will also be given on local radio and television stations.

## Telephones

Parents are asked not to call/text their child during the day. If you need to contact your child in case of an emergency please call the main office at 914-934-7932. Students are permitted to use the school telephone located at the front lobby security desk with permission from their teacher for emergencies only.

## Morning Procedures

No student should arrive at school before 7:45 am unless they are having breakfast. Upon

arrival in the morning students should go to:

Grades 6 & 7 Rear of School

Grade 8 South Bridge (near Auditorium)

In case of inclement weather, grade 6 reports to the gymnasium, grade 7 reports to the auditorium and grade 8 reports to dining room "B." The bell will sound at 8:10 am to signal the students to their homeroom.

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## Breakfast and Lunch

A breakfast program is available from 7:30 am to 8:05 am for all students. Breakfast will not be served after 8:05 am. The lunch period for all students is 42 minutes. Each student is responsible for ensuring that his/her eating area is left clean and that all of his/her refuse has been disposed of in an appropriate manner. During lunch, each academy will be assigned a specific dining room.

## Food Services Free and Reduced (BOE Policy 5405)

The Board of Education recognizes that the nutrition of district students is an important factor in their educational progress. The Board of Education therefore shall participate in federally funded school lunch programs, and shall provide free or reduced price food services to qualified district students. Forms will be sent home and are available in the main office. Please complete forms immediately and return to school in order to ensure benefits.

The Board of Education adopted the following policy. The policy articulates the procedure for students who "charge" lunches when they do not have money to pay for meals.

### *Provisions for Charged Lunches*

- The Food Service Management Company must maintain a list of students who have charged meals and the number of occurrences for each student.
  - A maximum of 10 charged meals must be allowed for each student at any given time.
  - If a child reaches five charged lunches without providing reimbursement for the charges, a written warning must be given to the student and the parent(s). The written warning must include explanation that the student has repeatedly charged meals and that if the student fails to pay for charged meals, he/she will no longer be permitted to charge.
  - A child may be refused a meal if he/she will no longer be permitted to charge.
  - Prior to denying a meal to any student without a ticket or money, the list must be reviewed to determine if the student has less than 10 outstanding charges.
  - Parents and students must be advised in writing of the Board of Education policy. Such notice shall be provided at the time applications are distributed to households.
-