

## **599 LOST OR STOLEN LUNCH ACCOUNT PIN NUMBERS**

### **I. PURPOSE**

The purpose of this policy is to provide protocol for addressing stolen or misused lunch account PIN numbers.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Assignment and Use of PIN Numbers**

Maple Lake students and staff will be issued PIN numbers to charge school food service meals to their specific accounts. PIN numbers are only to be used by the person assigned a particular number so meals purchased will be directly attributed to the individual's or his/her family's account.

#### **B. Computer Capabilities**

The computerized program in which PIN numbers are entered will notify the operator if a PIN number has already been used in a given day.

### **III. MISUSED OR STOLEN PIN NUMBERS**

A. Students or staff members who have forgotten their PIN number will be told their number upon presenting appropriate personal identification confirming their identity to the PIN number.

B. Administration will be notified if the computer indicates that a PIN number has already been used on a given day or another report is received about stolen or misused PIN numbers.

1. Administration will investigate the allegations associated with the use of the PIN number.

2. Students knowingly using another's PIN number, as determined in the administrative investigation, will be subject to consequences defined in ISD #881's Policy 506--Student Discipline.

3. Staff knowingly using another's PIN number, as determined in the administrative investigation, will be subject to consequences defined in ISD #881's Policy 403--Discipline, Suspension and Dismissal of School District Employees.
4. Students inadvertently use another's PIN number, as determined in the administrative investigation, will be informed of their correct number and receive a written warning that future use of another's PIN number will result in disciplinary action.
5. Staff inadvertently use another's PIN number, as determined in the administrative investigation, will be informed of their correct number and receive a written warning that future use of another's PIN number will result in disciplinary action.
6. Students and staff who have had the confidentiality of their PIN number compromised will be issued a new PIN number. Students may request a new PIN number if they have reason to believe the confidentiality of their number has been compromised.

***Cross References:*** ISD #881 Policy 506 (Student Discipline)  
ISD #881 Policy 403 (Discipline, Suspension and Dismissal of School District Employees)