

MEAL CHARGING PROCEDURE

This board regulation outlines procedures for a student to charge meals. Adults are prohibited from charging meals.

Dissemination

The Superintendent must ensure that uniform meal account procedures are provided in writing, to all parents of students at the start of each school year and to the parents of students transferring to the school mid-year. The Superintendent shall also provide procedures to all school and district-level staff members responsible for the enforcement of this regulation.

The District may use additional methods to disseminate the procedure on an ongoing basis throughout the school year.

Payment Options

Parents/legal guardians are responsible to ensure that students have sufficient funds to purchase school meals each day or pre-pay for meals, to avoid accruing meal charges. District payment options for student meal accounts include in person, online payment, automatic payment, etc.

Charging Procedure

In the event a student does not have sufficient funds, the District shall not withhold meals.

Payment Reminders

Whenever a student incurs a negative balance, district personnel shall notify the parents/legal guardians of the student by letter, phone, text, or email. If a negative balance continues, administration shall attempt to contact the student's parent/legal guardians and encourage them to complete a free or reduced meal application. Nothing in this procedure prohibits school district personnel from reporting suspected abuse or neglect of a student as required by law.

Unpaid Meal Charges

Parents/legal guardians are expected to pay all charges within 30 days. If they fail to do so, the District may rollover debt or refer the debt to collections. The District may use an alternative funding source (e.g., nonfederal funding or charitable funding source) to offset costs incurred from unpaid meal charges and collection fees.

Balance

Funds in the student's meal account may be carried over to the next school year.

A written request must be submitted to the district office for a refund of monies remaining in a student's meal account.

End of Maple Valley Board Reg. IB-BRApproved: 4-10-18