

VALLEY CITY PUBLIC SCHOOL DISTRICT #2 VALLEY CITY, NORTH DAKOTA 58072 MEAL CHARGING PROCEDURE	Descriptor Code IB-BR	1st Reading 2/21/18
	Adopted 2/21/18	Revised/Rescinded

MEAL CHARGING PROCEDURE

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

Dissemination

The School Food Service Director 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 School Food Service Director 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 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 at the Jefferson or Washington school office, at the High-Liner Diner in the Jr/Sr High School, or at the Central Administration Office. Parents may also pay online by signing up for a My School Bucks account.

Charging Procedure

In the event a student does not have sufficient funds, the District shall allow the student to charge a reimbursable school meal. The cost of the meal will be charged to the student's account and parent/guardian will be responsible for paying for the meal. A student with a negative meal balance is prohibited from charging ala carte items or super-sizing. Any repeated attempts to do so will be referred to the school principal.

Payment Reminders

Whenever a student incurs a charge, district personnel shall notify the parents of the student by email, text, letter or phone call. If a pattern of charging continues, administration shall attempt to contact the student's parent and encourage the parent 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 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. A student who is graduating shall be given the option to transfer meal funds to a sibling's account.