

Policy EE

Unpaid Meal Charges

The district's meal charging requirements are as follows:

A charge account for students paying full or reduced price for meals may be established with the district. Payments for school meals may be made at the school or district office. The parent/guardian is responsible for prepaying the student's account. When meal accounts get low and/or fall delinquent, the building secretary will communicate with the student and parent/guardian, and payment reminders will continue to be sent home with the students. Staff will maintain records of how and when the messages are communicated.

The **grace period** amounts are as follows:

	Reduced Paid Meals	Full Paid Meals
Grades PreK-4	\$-3.00	\$-14.25
Grades 5-12	\$ -3.00	\$- 15.00

After the grace period amount has been reached, the school principal will communicate with the parent/guardian to speak of the delinquency and to ask that sack lunch(es) be sent with the student until the delinquent account is paid, unless the student can pay cash for the meal received. Those who have charged the maximum allowance (double the grace period allotments) and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a sandwich, fruit choice and milk choice.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. The district office staff will call the parent/guardian to discuss repayment of the delinquent account. If payment of the negative balance is not received within three school days, the debt will be considered bad debt for the purposes of federal law concerning unpaid meal charges.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.