

Dell Rapids School District 49-3

Meal Charge Policy

I. PURPOSE OF POLICY

Unpaid meal charges place a financial strain on the school. Under federal regulation, unpaid charges cannot be covered by the food service program and have to be covered by the school's educational funds. The goals of this policy are:

- To encourage parents/guardians to assume the responsibility of meal payments and to promote student self-responsibility
- To establish a consistent, age appropriate policy regarding charges and collection of charges
- To treat all students with dignity in the serving line regarding meal accounts

II. SCOPE OF RESPONSIBILITY

Parents/Guardians

Parents/guardians are responsible for timely deposit of funds into their child(ren)'s meal account(s). The Dell Rapids School District believes it is the responsibility of each parent/guardian to establish purchasing limitations with their child(ren) and to monitor their child(ren)'s purchases. Parents/guardians will be responsible to pay for all charges made by their child(ren).

Parents/guardians can view meal account balances and their child(ren)'s purchases, at no charge, on the MySchoolBucks.com website, or parents can request meal transaction reports from building secretaries. A positive account balance is required to purchase second entrées and other a la carte items. If requested, the school will work with parents/guardians on restricting purchases of a la carte items.

Food Service Department

In the middle school and high school, food service clerks may issue verbal reminders when a student's meal account balance is in the negative.

Building Secretaries and Principals

As a courtesy to assist parents, building secretaries or principals may email, text, mail, and/or call parents regarding student meal accounts that are significantly in the negative.

Business Office

Any unpaid meal charges at the end of each school year will be carried forward into the next school year. Debt collection may be pursued for unpaid balances.

III. ADMINISTRATION

- Families are encouraged to apply for free and reduced price meal benefits.
- Written notification of the school's meal charge policy and payment options occurs at the beginning of each school year and is given to each new transfer student.
- **Families are asked to pre-pay for purchases, and online payment is strongly encouraged.** Easy online payment service is available through MySchoolBucks.com for parents to deposit money into their child(ren)'s school meal account(s). There is no fee for using the online payment service. Information on how to register with <http://www.MySchoolBucks.com> is available from each building secretary and on the school website www.dr-k12.org.
- Payments are accepted in each school office. Cash payments are discouraged.
- Checks should be made payable to DELL RAPIDS SCHOOL. Accounts are set up for each individual student. To insure proper credit to the child's account, the student's name should be written on the check. If more than one student in the family attends school in the same building (ES, MS, or HS), one check may be sent to the building office if information is provided about the amount of funds to be credited to each student's account.
- Parents/guardians are encouraged to deposit funds into their child(ren)'s meal accounts, rather than sending cash for payment in the lunch line. However, payment at the point-of-sale will be accepted. Students must have the exact amount of cash; the cashier will not make change. Any overpayment will be applied to the student's meal account.