

PAYMENT OF SCHOOL MEAL ACCOUNTS

Purpose

The policy of the Moon Area School District is to provide for students' needs for a healthy lunch whenever possible. However, due to the number of students who arrive in the cafeteria without appropriate lunch payment, the Board of School Directors deems it necessary to implement a charge policy for those students who arrive at the cafeteria without the appropriate form of payment.

Guidelines

Parent(s)/guardian(s) are responsible for ensuring that students have the appropriate form of exchange to pay for their meal. Where a student comes through the serving line without the appropriate form of exchange, Moon Area School District will utilize the following procedures:

Grades 9 – 12

Meal charges will be allowed up to the cost of two (2) reimbursable meals or \$6.00, whichever is higher. No charging will be allowed for any ala carte items. No ala carte items will be sold to a student who has a negative balance without first paying off the negative balance amount.

Twice a month, a written notice will be sent to parent(s)/guardian(s) indicating charges are accruing, their responsibility of payment and advising the parent(s)/guardian(s) regarding the district's collection policy.

Twice a month, parent(s)/guardian(s) will be notified via the district's rapid alert communication system, indicating charges on their student's account.

All account balances, must be paid in full at the end of each grading period or the student's report card will not be available.

Grades K- 8 and Disabled Students

Students in grades K-8 and any disabled student who is unable to take full responsibility for lunch payment will always be allowed to charge a reimbursable meal if they do not have the proper form of payment. Charges will be limited to a reimbursable meal and no charging will be allowed for any ala carte items. No ala carte items will be sold to a student who has a negative balance without first paying off the negative balance.

Twice a month, a written notice will be sent to parent(s)/guardian(s) indicating charges are accruing, their responsibility of payment and advising the parent(s)/guardian(s) regarding the district's collection policy.

Twice a month, parent(s)/guardian(s) will be notified via the district's rapid alert communication system, indicating charges on their student's account.

All account balances reaching -\$5.00 or more, must be paid in full at the end of each grading period or the student's report card will not be available.

Collection Policy

Unpaid charges will be carried on a student's account from year to year. When a student's account balance reaches -\$50.00 or more, notice will be sent to the parent(s)/guardian(s) via regular and certified mail stating the amount due and describing further action that will be taken if the parent(s)/guardian(s) does not pay the amount within ten (10) days, the student's account will be turned over to the magistrate for collection. Parent(s)/guardian(s) will be responsible to pay the amount due to the cafeteria as well as any and all fees assigned by the magistrate for the collection of monies due to the cafeteria.

If payment of the bill hasn't been collected within thirty (30) days, the parent(s)/guardian(s) shall be denied access to any parent portal program made available to parent(s)/guardian(s) by the Moon Area School District.

Students with outstanding balances at the time of their graduation may be denied the privilege of participating in graduation ceremonies and the district may refuse to release records or transcripts to education institutions and/or employers.