

### Meal Charging Procedure

The Rugby Public School District (School Food Authority) will use the following guidelines and procedures in managing Meal Accounts and Unpaid Meal Charges.

1. **Meal Account Policy:** Families will receive a copy of this policy in registration packets and is available upon request in the school office or can be viewed on the school's website at [www.rugby.k12.nd.us](http://www.rugby.k12.nd.us). All staff/administration responsible for policy enforcement will receive a written copy and the policy will be posted on First Class.
2. **Free and Reduced Meal Benefit:** Families are encouraged to complete a free and reduced price meal application before school resumes and will be assisted if needed. Applications are included with registration packets and are available anytime throughout the year in the school office, on the school's website at [www.rugby.k12.nd.us](http://www.rugby.k12.nd.us). If assistance is needed, please contact the Business Office at (701) 776-5201.
3. **Student Meal Account Payments:** Families are to pre-pay for meals at the time of registration to minimize the possibility of a negative balance. Money is accepted in the school office daily. Online payments with a credit card can be made at the "Student Meal Payment Link" on the school's website at [www.rugby.k12.nd.us](http://www.rugby.k12.nd.us). Assistance in setting up an account for electronic meal payment account will be available at registration and upon request.
4. **Student Meal Account Balances:** Parents/guardians are encouraged to view the student's balance in PowerSchool and to set up an electronic low balance alert via email or text message with your PowerSchool parent account. This alert will be sent when the student's balance is at \$5.00 allowing time to make meal payments. Assistance in setting up a low balance alert will be available at registration and upon request. The student may ask the cashier their balance and the cashier may give a verbal reminder. However, unpaid meal notices should be as discrete as possible in the presence of others.
5. **Unpaid Meal Charges:**
  - a. Because good nutrition is key to optimal growth and development of students, any students with negative meal account balances will not be denied meals or provided alternate meals. Instead, we make every possible attempt to reach parents/guardians before meal charging becomes a problem.
  - b. Parents/guardians with unpaid meal charges will be notified weekly via phone call, written letter, text or email. The Meal Account Policy will be included in the initial letter along with the Free and Reduced Application if not already completed.
  - c. If a student's unpaid meal charges are more than \$50.00 and cannot be made in a single payment, efforts will be made to set up a repayment plan.
  - d. If payment is not received or there are no repayment efforts, RPSD may delay the issuance of report cards, transfer transcripts or diplomas until obligations are met.
  - e. When a check is returned "NSF", the amount will be deducted from the student's meal account immediately upon notice from the bank. Then payment needs to be in cash.
  - f. **Refunds:** When any student leaves the district or graduates, a meal account refund needs to be made. However, families that are not approved for free or reduced meals may donate the funds remaining back to School Food Service with an email or the written request to the office. The donated funds can be used to cover unpaid meal charges that were uncollectable.