

Napavine School District

Meal Charge Policy

The Napavine School District School recognizes that healthy, nutritious meals are an important component to student readiness and ability to learn. In addition, Title 7, Code of Federal Regulations (CFR), Part 210.10(a)(1) General Nutrition Requirements states “Schools must provide nutritious and well-balanced meals to all the children they serve.” In accordance with this regulation, the Napavine School District will not deny any student access to school meals.

However, the district’s Food Services department is a self-supporting fund that shall not have a negative balance at the close of a fiscal year. Unpaid charges place a financial strain on the Food Services department and on the district’s operating budget. To be fair and equitable and in order to ensure compliance of all who participate in the school meal program, the policy establishes procedures for methods of payment, charge availability, and collection methods.

The Napavine School District establishes the following goals:

- To establish a consistent district policy regarding the method of payment for meals, charge availability and collection methods for charges in the district’s meal program.
- To treat all students with dignity at all times.
- To waive all cost for students who qualify for free school meals after completing the Free and Reduced Price School Meals Household Application
- To reduce cost for students who qualify for reduced priced meals after completing the Free and Reduced Price School Meals Household Application.
- To support positive interactions with students, parent(s)/guardian(s), and district staff to the maximum extent possible.
- To encourage the parent(s)/guardian(s) to assume the responsibility of payments and to promote self-responsibility of the student.

STUDENT ACCOUNTS

Any student whose school meal account has a zero or negative balance will be allowed to receive a school meal. This will result in a negative balance on the student’s account until funds are added to the student’s account. Parents may view student lunch accounts on Skyward’s Family Access. To set up a password for Family Access, contact Connie Barton at Napavine Middle & High School (360-262-2001) or Michelle Sabin at Napavine Elementary (360-262-4401)

The Napavine School District #14 complies with all State and Federal rules and regulations and does not discriminate on the basis of race, age, color, national origin, sex, creed, religion, handicap, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Application of qualified minority educators, women and handicapped persons are encouraged. This holds true for all district employment and opportunities. Complaints of alleged discrimination and inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX/RCW 28A.640 Officer, Geoff Parks or Section 504/ADA Coordinator, Geoff Parks, or Civil Rights Compliance Coordinator Geoff Parks. Call (360) 262-3303 or write to 413 E. Park Street Napavine, WA 98565.

EMPLOYEE ACCOUNTS

Employees who have a negative meal account balance will be allowed to continue to charge meals until the unpaid balance reaches \$50. No further charges will be allowed until the balance is paid in full.

METHOD OF PAYMENT

The Napavine School District will accept pre-payment of school meals in the form of cash or check made out to Napavine School District. Meal payments may be submitted to the school office or to the district office. You may also make payments online through Skyward Family Access. These personnel are in charge of meal payment:

Napavine Elementary: Debbie Bagge

Napavine Middle & High School: Connie Barton

Napavine School District: Lisa Lee

NEGATIVE MEAL ACCOUNT BALANCES

The Collection Process

When a student account falls into a negative balance, these procedures will take place:

- Parents will receive email and automated phone call notifications when the student's lunch balance is \$3 and under. This process will continue daily until the balance is above \$3 or at a zero balance.
- Starting after October 1st of each year, once a student receives a negative balance of \$9 or more, students will be given an emergency lunch until the balance is paid. Parents will receive notification 24 hours before the student will receive an emergency lunch.
- At the end of each grading period of the school year, written reminders of negative meal payment balances will be mailed home to parents & guardians requesting immediate payment.
- After \$50 of unpaid meal charges, parents/guardians shall be contacted directly by phone, email, or mail by a district representative requesting immediate payment or the establishment of a payment plan.
- When negative balances become excessive, (over \$100), parents will be notified by certified mail.

Additional Steps:

- If a student's account has a negative balance of \$10 or more at the end of the semester, the administration may suspend the individual's Family Access until the balance is paid.
- If a student with a negative meal account balance transfers from Napavine High School, official transcripts will not be sent to the enrolling school until the account is paid in full.
- If a senior student's account is not in good standing at the conclusion of their senior year, the administration will withhold issuance of final grades and/or transcripts until the balance is paid in full.

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