

Food Service Program**Meal Charges****Purpose**

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

1. Students:
 - A student may not accumulate more than ten unpaid meal charges.
 - Students may not charge a la carte items.
 - High School students will be allowed to charge one meal.
 - Students will not be punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.
2. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, by the respective buildings administrator (Elementary, Middle, or High School) or by the Food Service Department.
3. At the completion of each school year:
 - Parents/guardians will be sent a written request for "payment in full."
 - All charges not paid before the end of the school year will be carried forward into the next school year.
 - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
4. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

5. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

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