

Book	FHSD POLICIES
Section	5000 SUPPORT SERVICES/ 5500 Food Service Program
Title	Meal Charges
Number	5550
Status	Active
Adopted	June 15, 2017

### **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 District's contracted food service vendor is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

### **Administration**

1. Student Groups:
  - Elementary students will be allowed to charge a maximum of fifteen (\$15.00) dollars.
    - a) These meals will include only the menu items of the reimbursable meal.
    - b) After the balance exceeds fifteen (\$15.00) dollars, the student may be given a designated menu alternate.
  - Middle and High School students will be allowed to charge a maximum of three meals. After this maximum has been met, no additional charges will be accepted.
2. Elementary students will be allowed to charge up to one dollar (\$1.00) for à la carte foods and beverages. Middle and High School students will not be allowed to charge à la carte foods and beverages.
3. Various methods of communication may be used to notify parent(s)/guardian(s) of students with negative balances, including electronic communication, written correspondence, or phone call by the appropriate party.
4. On May 15 annually, all charging will be cut off.
  - Parent(s)/guardian(s) 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.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year. Buildings may also establish special funds to assist students with meal purchases.
6. Each building principal will send a letter to all parent(s)/guardian(s) 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.