

## 4900 – MEAL CHARGES

The purpose of this policy is to establish consistent meal account procedures throughout the district. Richmond Community Schools understands that although the charging of meals is greatly discouraged, on a rare occasion, it may be necessary for a student to do so to eat a nutritious meal that will support excellent daily performance at school. There is a fine balance that needs to be attained between the solvency of the food service program and the nutritional needs of students. The goals of this policy are as follows:

- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students, and parent/guardian.
- To establish fair practices that can be used throughout the school district.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent practice regarding charges and collection of charges.

The following describe the scope of responsibilities for this policy:

- **Food Service Department:** Responsible for maintaining charge records and notifying the parents and school district of outstanding balances.
- **School District:** Responsible for creating and maintaining guidelines for procedures for student meal charges and for notifying the student's parent/guardian after all other avenues have been followed.
- **Parent/Guardian:** Immediate payment.

Approved 11/08/17