

# Warren Woods Middle School

## Meal Charging Policy

The purpose of having a meal charging policy is to establish consistent clear meal account procedures throughout the district.

### ALL Warren Woods public School Students

Warren Woods Public School does not condone lunch shaming and will enforce the following procedures at all grade levels:

- Prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to wear a wristband or handstamp.
- Prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to perform chores or other work to pay for school meals.
- Prohibits the requiring of students to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative balance.
- Prohibits direct communication with a student about a negative balance unless your district has unsuccessfully attempted to contact the student's parent or legal guardian first through the telephone, mail, and electronic mail.
- Prohibits discussing a negative balance with a student in the presence of other students.

### GOALS

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

### MEAL ACCOUNTS

Charges are designed to cover a situation in which parents or students forget to provide or bring monies for lunch. Students who have forgotten or lost money may charge for meals in the cafeteria. Under no circumstance may a la carte items be charged. It is the procedure of the cashier to verbally remind the student that their account is low to avoid meal charges.

We strongly discourage meal charges but understand that an occasional emergency or forgetfulness may make it necessary. Meal charges are a temporary solution and are not intended to address broader issues of a parent/guardian's inability to pay for a meal for his/her child. In those instances, an application for Free or Reduced meal benefits should be completed.

As a matter of practice, parents/guardians are encouraged to make meal payments in advance. Personal checks and cash deposits are accepted daily at the register. For convenience, deposits may also be made by credit card after setting up an account for the student on [warrenwoods.familyportal.cloud](http://warrenwoods.familyportal.cloud). Parents/guardians may view their student's lunch account at any time.

The district uses a computerized meal credit system (Meal Magic) to account for students' meals and a la carte sales. All students have personal accounts regardless of paying status (free, reduced, or full pay). Like a bank account, students have a pin number that stays with them for their duration Warren Woods Public Schools.

When using our online payment system, parents/guardians can access account balances at anytime.