

MEAL CHARGE PROCEDURES

Meal charge procedure goals:

- To treat each student with respect and encouraging responsibility regarding meal accounts;
- To support positive relationships with our parents, students and staff;
- To establish procedures that are age appropriate;
- To provide the technology to support parents in assuming the responsibility of meal payments
- To establish a consistent district policy regarding charges and collection of charges.

Meal charging is not encouraged but we understand it may be necessary on occasion. No a la carte items may be charged and all meal charges must be repaid in full. Meal charging is suspended as of May 1st of each school year. Funds may be transferred between student accounts in the same household up until one week after the close of the school year. Negative balances cannot be carried over to the next school year and are forwarded to collections on June 30th of each school year.

Elementary Students

To insure elementary students do not go hungry they may be permitted to charge up to \$10.00.

Elementary Notification Steps

- For each meal charge, the cashier will verbally remind the student to ask parents to “Please Send Lunch Money”.
- Negative balance letters with student name and balance will be given to teachers to send home with students every Friday.
- Accounts remaining negative will be sent to the building principal and WCS Food & Nutrition Services office to contact parent/guardian.
- After \$10.00 of meal charges, students arriving at school without payment or a meal from home may be served a substitute meal of a sandwich and milk at a cost of .75 for lunch or graham crackers and milk for breakfast at a cost of .30 per day. Prior to serving an alternative meal we will inform the building principal in addition to placing a call or email to the parent/guardian. If no response is received from the parent/guardian after a student is given 3 days of meal substitutions the principal or other school official may be requested to conduct a home visit.

Middle and High School Students

Middle school or high school students are not allowed to charge meals on a regular basis. Occasionally, a student may be permitted to charge one meal by requesting permission directly from the cafeteria manager prior to proceeding through the cafeteria line. If a student already has a negative balance, no additional charges will be allowed.

This institution is an equal opportunity provider.