

## ANCHOR BAY SCHOOL DISTRICT - SCHOOL MEALS CHARGE POLICY

This meal charging policy is to provide consistent clear meal account procedures throughout the district and communicated to school administrators, school food service professionals, families and students.

### MEAL ACCOUNTS:

ALL Accounts may be managed by Parent/Guardian at [www.familyportal.cloud](http://www.familyportal.cloud).

Parents/guardians are encouraged to make meal payments in advance. Personal checks and cash deposits are accepted daily. For convenience, deposits may also be made on-line after setting up an account for the student on [www.familyportal.cloud](http://www.familyportal.cloud), a \$2.95 fee is applied for each on-line transaction. Each student, regardless of status (free, reduced or full pay), has an account through our Meal Magic computerized meal system. Parents/guardians may view this account to review current balance or meal activity any time at no charge.

**Notification of low balance:** The Meal Magic computerized system will generate an email to parents/guardians when the student's balance is \$9.00 or below. Parents/Guardians may call the Food & Nutrition Office at 586-598-7663 to provide additional or updated email address to ensure proper notification.

**Elementary student accounts** are used for School Breakfast, School Lunch or Milk, and Smart Snacks.

**Middle School and High School accounts** are open for students to purchase School Breakfast, School Lunch and Smart Snacks.

### 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 and prevent any lunch shaming.
- Provide 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.

### CHARGING PROCEDURES:

#### ELEMENTARY STUDENTS

Charges are designed to cover a situation in which parents forget to send money for breakfast or lunch/milk.

- Students may charge a school breakfast or school lunch.
- **No charging allowed for smart snacks, beverages, or extra entrees.**
- An email will be sent the day of the charge to parent/guardian's email on account notifying them of negative balance.
- After two lunch charges, the kitchen staff will contact the household to inform them of the balance owed.
- A reminder note will be sent home at end of week of any charges.
- Repayment is expected within the week for all charged meals.
- Kitchen staff will not discuss money owed or meal charging with students. The cashier will be pleasant and understanding as to not embarrass the student in front of his/her peers.
- Payment must be made promptly to Anchor Bay Schools Food Service for any negative balance.
- Negative balances will be carried over from previous school year.

#### MIDDLE SCHOOL STUDENTS:

Charges are designed to cover a situation in which parents/students forget their money for a breakfast or lunch/milk.

- If a middle school student's lunch account has insufficient funds and no cash to purchase a school meal, the cashier will inform the student that their account is in the negative and a school breakfast and/or school lunch will be charged.
- **No charging allowed for smart snacks, beverages, or entree entrees.**
- The student's account will be placed in the negative

- An email will be sent the day of the charge to parent/guardian's email on account notifying them of negative balance.
- A student may have a negative balance but if they have cash to pay for their meal, the cashier must take the money for the meal and then remind the student that they still owe money for the charge on their account. The cashier may take the change, if any, and put it against the charge on the student's account. If not all the change is needed to pay the charges on the account, the cashier will ask the student if they want the balance of the monies to be put on their account or given to them.
- The Middle School Office will receive a printout of weekly charges and a phone call will be made to alert parent/guardian of the money owed.
- The cashier will be pleasant and understanding as to not embarrass the student in front of his/her peers. Payment must be made to Anchor Bay Schools Food Service.
- Negative balances will be carried over from previous school year

#### **HIGH SCHOOL STUDENTS:**

Charges are designed to cover a situation in which parents/students forget their money for a breakfast or lunch/milk.

- High School does not allow charging but the cash register will allow a student's account to go negative for one school breakfast or school lunch.
- The cashier will inform student that their account is in the negative.
- **No charging allowed for smart snacks, beverages, or entree entrees.**
- If a student has a negative balance but has cash to pay for their meal, the cashier must take the money for the meal and then remind the student that they still owe money for the charge on their account. The cashier may take the change, if any, and put it against the charge on the student's account. If not all the change is needed to pay the charges on the account, the cashier will ask the student if they want the balance of the monies to be put on their account or given to them.
- The cashier will contact the high school office administration for assistance with negative balances to assist in notifying parent and student.
- The cashier will be pleasant and understanding as to not embarrass the student in front of his/her peers.
- Payment must be made to Anchor Bay Schools Food Service
- Negative balances will be carried over from previous school year.

#### **PREVENTION OF LUNCH SHAMING:**

- Students who cannot pay for a school meal or who owe a negative balance will not be required to wear a wristband or handstamp and will not be required to perform chores or other work to pay for school meals.
- If a student has been served a meal, and does not have sufficient funds to pay for the meal, the meal will not be taken away from the student and disposed.
- All negative student meal balances will be communicated to the parent or legal guardian first via telephone or email. There will be no direct communication with the student unless the district is unsuccessful at contacting the parent or legal guardian.
- Staff are prohibited to discuss negative balances with a student in the presence of other students or staff.

#### **SCOPE OF RESPONSIBILITY:**

**The Food Service Department:** Responsible for maintaining meal account records, provide parent/guardian support regarding balances, verbal and email communication on negative balances, email notification on low balances and notifying the school administration of potential problems and/or repeat offenders.

**The School:** Responsible for notifying the student's parent/guardian with phone calls and written documentation after negative \$20.00 has been reached. Responsible for working with households toward a reasonable resolution.

**The Parent/Guardian:** Responsible for immediate payment.