



CITY SCHOOL DISTRICT OF ALBANY CHARGE POLICY FOR THE FOOD SERVICE PROGRAM

The Board of Education expects all students to be treated with dignity and compassion. Students are expected to pay for meals with cash or by using a debit card account. Recognizing that individual students may occasionally come to school without breakfast or lunch money, the following guidelines have been established:

HIGH SCHOOL:

- Three-meal charge limit, in any combination (2 lunches/1 breakfast, 1 lunch/2 breakfasts, etc.)
- Students may charge only a reimbursable meal (menu offering for that day)
- Students must pay outstanding charges before charging a fourth meal
- Persistent offenders will be denied ability to charge meals
- Letter to be mailed home after the second charged meal by the Food Service Department with a Free and Reduced Lunch Application. This will be followed by a personal contact from the principal or his/her designee.
- Student will receive PBJ, milk, fruit, (or an alternative sandwich if peanut allergy exists) after the four-meal charge limit
- The building principal or his/her designee will send second notice home and make personal contact if there is no response or payment.

ELEMENTARY & MIDDLE SCHOOLS:

- Two-day charge limit (up to four meals: 2 breakfasts and/or 2 lunches)
- Students may charge only a reimbursable meal (menu offering for that day)
- Letter to be mailed home after the second day by the Food Service Department with a Free and Reduced Lunch Application. This will be followed by a personal contact from the principal or his/her designee.
- Student will receive PBJ, milk, fruit, (or an alternative sandwich if peanut allergy exists) after the four-meal charge limit.
- The building principal or his/her designee will send second notice home and make personal contact if there is no response or payment.