

**Batavia City School District**  
**Summary of Board of Education Policy and Procedures**  
**Charge Policy**

**Primary School, Intermediate School & Middle School**

Students are permitted to charge lunch following the outlined procedure. We realize at this age level losing or forgetting lunch money does occur. For your convenience, prepayment accounts can be set up and payments can be made at any building for any child. Secure online accounts and payments are also available. Please visit the district website for more information regarding on line payments.

1. When it is necessary to charge a lunch the student may charge a standard school lunch, complete with all selections.
2. Three is the maximum number of lunch charges allowed. After three charges, the student will receive a peanut butter & jelly sandwich (cheese if allergic to peanut butter) along with two choices of vegetable & or fruit and milk for a complete meal. Parents are still responsible for these charges.
3. Students are not allowed to purchase ala carte items (excluding milk, juice or water) if outstanding lunch charges exist.
4. Snacks are not allowed to be charged.
5. An auto generated phone message will be sent to parents/guardians of students who have charges.
6. If the child continues to come to school with no lunch and no money, the matter will be turned over to the school principal. Unpaid balances will be considered neglect and maybe turned over to Child Protection Services.

Reminder parents/guardians are still responsible for all lunch charges.

This policy applies to all paying students whether they are paying full-price or reduced-price.

A computer- generated point of sale system is used for identifying and recording all charged meals, as well as for collecting repayments.

The school district shall send a copy of the charge policy to all parents on an annual basis in the school newsletter. The policy is also available on the district website.

**All charge balances must be paid in full by June 15 of each school year.**

**High School** – No charging is allowed.