



201 Stanwix Street  
Suite 100  
Pittsburgh, PA 15222  
(412) 690-2489  
Fax: (412) 690-2316  
[www.cityhigh.org](http://www.cityhigh.org)

## City Charter High School Student Lunch Debt Policy

In accordance with state mandate issued by the USDA and the national school lunch program concerning disclosure of debt procedures, City Charter High School is enacting this policy of student lunch debt collection.

Students who lose or forget to bring their ID card to lunch may see an admin member prior to lunch to obtain a lunch ticket allowing them to make any selection. One ticket is allowed per month. Students who have a negative balance will be allowed a threshold of six dollars, after which City High will attempt to reach a parent or guardian by phone to arrange payment. If contact is not made by phone, a notification of balance due will be mailed home and sent to any email addresses on file. If contact and payment is still not arranged after notification, the student will not be allowed to purchase any extra items or accrue any further debt and will be offered a salad entrée with choice of protein daily until the account is satisfied. This limitation will also apply to students who have not replaced an ID card and have already used a lunch ticket. Any extreme cases of unsatisfied debt will be reviewed and addressed by administration.

Thank you for your cooperation and support of City High School's foodservice program.