

Meal Charging

The Portsmouth School Department recognizes the importance of good nutrition and wants to take all reasonable steps to make sure students have access to school meals.

These steps include providing access to applications for Free and Reduced Lunch for those families who qualify. Application forms will be sent home at the beginning of each school year, posted on the School Department website and available from the building Principal's office.

All students who do not qualify for Free and Reduced Lunch are expected to pay for school meals at the time of purchase. The School Department recognizes that there may be times when a student has forgotten their lunch money, or inadvertently failed to keep a positive balance in their account. Parents or guardians will be contacted by the school by note, e-mail, telephone call or letter when their student's account goes into the negative.

MEAL CHARGING

Elementary School

When a student's account becomes negative, or a student has forgotten their lunch money, meal charging will be allowed contingent upon a payment plan.

Middle School

Students at the Middle School are not permitted to charge a la carte items.

High School

Students at the High School are not permitted to charge meals nor is charging permitted for a la carte items.

ACCOUNT BALANCES

The parent or guardian of all accounts with a negative account will receive an e-mail on Wednesdays informing them of the amount due on the account. Arrangements can be made at the individual schools to bring the account current. If a family is having financial difficulty in bringing the account balance they will be assisted in applying for Free and Reduced Lunch or in making acceptable payment arrangements. In addition, the Portsmouth School Department Business Office is open from 7:00 a.m. to 3:30 p.m., Monday through Thursday and from 7:00 a.m. to 12:30 p.m. on Fridays. Payments can be made by mail payable to Portsmouth Food Services, 1 Junkins Ave, 4th Floor, Portsmouth, NH 03801.

FREE AND REDUCED SCHOOL MEALS

Applications for Free and Reduced School Lunch can be submitted to the cafeteria **at any time** during the school year. School personnel are available to assist anyone in filling out the application for Free and Reduced School Lunch. Any balance owed prior to being determined eligible will remain the responsibility of the parent or guardian.

CHECK PAYMENTS AND ONLINE PAYMENT OPTION

The Portsmouth School Department offers parents an online payment option. The website is myschoolbucks.com and the information can be found on the School Department website. Payments may also be made by checks made out to the Portsmouth Nutrition Department.

PARENT OR GUARDIAN ACKNOWLEDGEMENT

At the beginning of each school year, parents and guardians will be provided a copy of this policy along with the following acknowledgement of receipt of the policy:

Student's Name: _____ School of Attendance _____

By signing below, _____, acknowledge receipt and understanding of the meal charging policy of the Portsmouth School Department.

Dated: _____

Parent or Guardian