



Responsible Office: Food Services	Policy Code:
Adopted: Revised: 12.1.2025 Approved: 12.18.25	Page 1 of 2

MEAL CHARGING POLICY

When a student has a zero or negative balance on their meal account, Pinkerton Academy will allow the student to charge one qualifying meal to their account per meal period. Students who have already purchased a meal during that period may not charge an additional meal. A la carte items can not be charged at any time.

Students will be informed when their account balance reaches \$5 or less and will be discreetly reminded to add funds when their account has a negative balance. Weekly notices will be emailed to parents/guardians when their student's account has a zero or negative balance.

Please ensure that Pinkerton Academy has the correct email address and mailing address on file. To update contact information, please call the Main Office at (603) 437-5200 ext. 0.

Pinkerton Academy recognizes that unexpected financial hardships occur and will work with families to limit the amount of student meal debt. To do so, it is essential that parents/guardians respond to notices from the Food Service department in a timely manner. This helps us support students and ensure continued access to healthy meals, without accruing too much meal debt. When a student's account balance is -\$10 or less, an email reminder will be sent to the student's parent/ guardian.

If Pinkerton Academy does not receive communication from a parent/guardian and the student's account reaches a **negative balance of \$20**, the account will be **closed**, and additional charging will not be allowed. In this situation, it is expected that a parent/guardian will provide meals from home or send cash for school meals.

Free and reduced price meal applications may be submitted **at any point during the school year** and are available online [here](#) on Pinkerton Academy's website. Paper copies are available at each cafeteria register. You may also contact the food service office if you would like a paper application mailed home. Only authorized staff members with a legitimate need may access a student's account balance and eligibility information to communicate with parents regarding unpaid meal charges.

When the food service department has not received a response from the parent/guardian or when outreach has been unsuccessful in resolving negative student meal debt, a Pinkerton Academy administrator may

privately communicate with the student to facilitate the resolution of unpaid meal debt. Our goal is to ensure students continue to receive appropriate nutritional services.

All juniors must pay off their meal account debt before obtaining a parking pass.

All seniors must pay off their meal account debt prior to graduation.

Parents or guardians are responsible for establishing any restrictions they would like to place on their student's account. To establish or update spending restrictions, please contact the Food Service Director. Unless restrictions are established, a student may purchase snack items and beverages in addition to their regular meal.

We accept cash or check payments at every register and credit card payments online through My School Bucks. Payments made through MySchoolBucks are subject to a \$3.50 processing fee.

Please visit our food service website [here](#) or copy and paste the following URL into your browser:
<https://www.pinkertonacademy.org/portals/students/food-services>.

You will find our monthly menu, information about free and reduced price meal benefits, and other additional resources.

For questions regarding Pinkerton Academy's meal charging policy or other food service questions, please contact the Food Service Director, Michael Sconce, by phone or email:

(603) 437-5200 ex. 5105
MSconce@pinkertonacademy.org

Applications can be mailed to:
Pinkerton Academy c/o Food Service Department
5 Pinkerton Street
Derry, NH 03038

This institution is an equal opportunity provider.