

Beverly Public Schools
Food Service Department
Late Payment/Charging of Meals

Students are expected to pay for their meals at the time of service.

Students eligible for reduced priced meals are asked to pay weekly in order to avoid overt identification of meal benefits in the lunch line. Parents are notified of this in the "Meal Benefit Notification" letter.

Students paying full or reduced prices are encouraged to prepay by the week or month. Prepay forms are available in the school office and on the school lunch website.

Elementary Schools

Weekly envelopes, showing the students name, date and amount owed, are sent home with each student who owes lunch money. Parents are asked to place the owed money in the envelope and return it to the kitchen manager. If parents do not respond, the information is given to the school's principal and he/she seeks payment. If the principal is unsuccessful, a letter is sent to the parent warning them that if payment is not made, the situation will be turned over to Emily Rockwell, Coordinator of Child Welfare*.

Middle School

Middle school students who forget their lunch money are given a PB& J (or a Sun butter & Jelly if they have a peanut allergy) and an envelope with their name, date and amount owed and are asked to return it with payment the following day. If they fail to do so the information is given to the principal and he/she seeks payment. If the principal is unsuccessful, a letter is sent to the parent warning them that if payment is not made, the situation will be turned over to Emily Rockwell, Coordinator of Child Welfare*.

High School

Charging of meals is discouraged at the high school level however, if a student does not have his/her money he/she is given a meal and asked to bring the money on the following day. If the student fails to do so, the kitchen manager notifies the principal and the principal seeks payment. If the principal is unsuccessful, a letter is sent to the parent warning them that if payment is not made, the situation will be turned over to Emily Rockwell, Coordinator of Child Welfare*.

*The Department of Elementary and Secondary Education has suggested that the parents of children, who have charged meals and have failed to submit payment, and continue to send their child to school with neither a bag lunch nor money to purchase a school meal, be reported to Emily Rockwell, Coordinator of Child Welfare and that a 51A could be filed.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."