

SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

SUPPORT SERVICES

FOOD SERVICES MANAGEMENT

760

The District's food service program is intended to provide nutritious and appetizing meals to students. The School Board recognizes that good nutrition is vital to students' health, their mental and physical growth, and their readiness to participate and learn at school.

The food service program is operated in conjunction with federal and state school nutrition programs, including the National School Lunch Program and the School Breakfast Program.

It is the Board's goal that the food service program shall be operated in a manner that is financially self-supporting on an operational basis, with allowances for capital expenditures (e.g., facilities and capital equipment). The Board shall establish the unsubsidized price to be charged for school meals. Employees and authorized school visitors may be permitted to purchase school meals according to procedures approved by the District Administrator.

The District's Director of Food Services shall have primary responsibility for the management of the District's food service program, subject to administrative supervision and Board oversight. The responsibilities of the Director of Food Services includes the following:

1. Establishing a program that meets applicable nutrition standards and that is consistent with the District's school wellness policy.
2. Establishing and monitoring the implementation of a food safety program and plan that includes procedures and standards for the safe and sanitary transportation, storage, preparation, and serving of food.
3. Arranging for the regular inspection of the District's food service preparation and serving facilities as required by law.
4. Working with the District's Business Office to implement and monitor sound program accounting practices, appropriate and lawful purchasing and procurement procedures, and program and financial reporting.
5. Arranging for and monitoring the completion of training received by the District's food service employees, including training related to food safety and the District's civil rights obligations.
6. Ensuring the proper dissemination and processing of free and reduced price meal applications and establishing standards and procedures to ensure the appropriate confidentiality of application information and eligibility status.
7. Ensuring that students who participate in the free or reduced price meals program are not overtly identified, distinguished, or served differently than other students, and have the same choice of meals or milk as other students.
8. Working with individual students and their parents or guardians and school to address special dietary needs.
9. Arranging for and verifying that the District issues and provides required public notices related to the District's food service program. Such notices include (1) the District's annual public release (i.e., the notice of program availability, eligibility requirements, application information, and applicant/participant rights, complaint procedures, etc.); (2) the distribution of information letters to households with children attending schools in the District; (3) the appropriate posting of the most recent food safety inspection report; (4) the appropriate posting of the mandatory federal nondiscrimination poster; and (5) the inclusion of the mandatory nondiscrimination statement in appropriate publications, documents, and other informational sources.
10. Establishing a system to collect and report program ethnic and racial data on an annual basis.

District Nondiscrimination Statement and ~~District~~ Complaint Information

The following employee serves as the District's Food Service Program Civil Rights Coordinator:

Danielle Wilke, Director of Student Services
5459 Elementary Avenue, Suite 2, Pittsville, WI 54466
wilkedan@pittsville.k12.wi.us 715-884-5233

The District prohibits all forms of unlawful discrimination in conjunction with all elements of its food service program. In connection with students, no student shall be unlawfully denied access to or the rights and benefits of the food service program or otherwise unlawfully discriminated against because of a student's sex, race, religion, color, national origin, age, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. ~~Student discrimination complaints may be filed in accordance with the District's student discrimination complaint procedures.~~

Students (including a parent or guardian acting on a student's behalf), employees, and other persons may submit a complaint raising a concern or allegation relating to possible prohibited discrimination relating to the food service program to the Food Service Program

Civil Rights Coordinator (designated above) or, as applicable to the circumstances of the complaint, to another nondiscrimination or equal employment opportunity coordinator designated in any applicable District nondiscrimination policy.

Any employee or agent of the District who receives a discrimination (i.e., “civil rights”) complaint relating to the food service program shall immediately notify the Food Service Program Civil Rights Coordinator of the complaint. The Coordinator shall ensure that the complaint is appropriately documented and, **within 5 (five) days** of the District’s receipt of the complaint, forward the complaint to the Wisconsin Department of Public Instruction’s School Nutrition Team Director. The Coordinator shall also ensure that the complaint is recorded in a discrimination/civil rights complaint log.

In some cases, applicable laws may preclude the District from processing a civil rights complaint arising with the food service program (i.e., because either the state or the USDA will investigate or otherwise process the complaint). However, unless prohibited from doing so, discrimination complaints will be addressed according to the most-appropriate complaint procedures established under the District’s nondiscrimination policies, which is generally to be determined based on the identity of the parties and the specific nature of the allegations.

~~Employee complaints shall be processed using the District’s employment discrimination complaint procedures and all other complaints shall be processed using the District’s student nondiscrimination complaint procedures. Additional information about District discrimination complaint procedures can be obtained from the Office of the District Administrator or from any of the individuals identified for handling discrimination complaints in the District’s nondiscrimination policies.~~

~~As required by federal law, all complaints filed involving the District’s food service program shall additionally be forwarded to either the Wisconsin Department of Public Instruction (DPI) or the U.S. Department of Agriculture (USDA) within three days of receipt and shall be documented using the applicable USDA Civil Rights Complaint Form and recorded in the District’s Civil Rights complaint log.~~

Discrimination complaints regarding the District’s food service program may also be submitted directly to the USDA, as provided **in the USDA nondiscrimination statement** below, or directly to the DPI as follows: Wisconsin DPI: Director, Community Nutrition Programs, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841, (608) 267-9129.

LEGAL REFERENCES:

Wisconsin Statutes

- Section 97.33 [school lunchroom management food protection practices certificate requirement]
- Section 97.59 [restrictions on handling foods]
- Sections 115.34 to 115.347 [school nutrition programs generally]
- Section 118.13 [student nondiscrimination]
- Section 120.10(16) [annual meeting authority to direct the board to provide student lunches]
- Section 120.13(10) [authority to expend funds for a food service program and to charge students and employees for such meals]

Cross References:

- 761 [Free and Reduced Price Meals]
- 762 [Vending Machines]
- 763-RULE [Management of Student School Meal Accounts (including collection of lunch fees)]

Administrative Regulations

- PI 1.11 [appeals by individuals or institutions adversely affected by actions taken by the DPI regarding federally-funded food and nutrition programs]
- PI 9.03(1)(i) [policy requirement to address nondiscrimination in relationship to school-sponsored food service programs]

Federal Laws

- [42 U.S.C. Chapter 13](#) [National School Lunch Act, as amended; program provisions and requirements]
- [42 U.S.C. Chapter 13A](#) [other federal programs under the Child Nutrition Act, as amended; includes the school breakfast and special milk program provisions and requirements]
- [7 C.F.R. Parts 15 to 15F](#) [regulations addressing nondiscrimination in federally-assisted programs of the U.S. Department of Agriculture]
- [7 C.F.R. Parts 210 to 225](#) [regulators for the administration of federal Child Nutrition Programs]

USDA Nondiscrimination Statement and Complaint Information:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-3339. To file a program discrimination complaint, a Complainant should complete a FORM AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> https://www.usda.gov/sites/default/files/documents/USDA_OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) **fax:**
(833) 256-1665 or (202) 690-7442; or
- (3) **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

First Reading of Updates: ~~August 8, 2022~~
Second Reading/Approval of Updates: ~~September 12, 2022~~
First Reading of Updates: November 11, 2024
Second Reading/Approval of Updates: December 9, 2024