

## **FOOD SERVICES MANAGEMENT**

Students in the School District shall have an opportunity to participate in school lunch and milk programs. These programs shall be administered by the district administrator, or designee, in accordance with established guidelines.

Food service prices shall be established by the Board annually. In accordance with federal guidelines, the district shall offer free and reduced price food services to students who qualify.

Vending machines may be installed in district schools when approved by the Board.

The person who believes s/he has a valid basis for complaint shall discuss the concern with the Food Service Secretary. The Food Service Secretary must follow the “Procedures for Receiving and Processing Complaints Alleging Civil Rights Discrimination in the Child Nutrition Programs” which can be found in Administrative Rules.

The secretary shall in turn investigate the complaint and reply to the complainant. If this reply is not acceptable to the complainant, s/he may initiate formal procedures according to the steps listed below.

### Formal Complaint Procedure:

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the Food Service Secretary. The Food Service Secretary shall further investigate the matter of the complaint and reply in writing to the complainant within ten (10) school/business days.

Step 2: If the complainant wishes to appeal the decision of the Food Service Secretary, s/he may submit a signed statement of appeal to the District Administrator within five (5) school/business days after receipt of the Food Service Secretary’s written response to the complaint. The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten (10) school/business days.

Step 3: If the complainant remains unsatisfied, s/he may appeal through a signed, written statement to the Board of Education within five (5) school/business days of his/her receipt of the District Administrator’s response to Step 2. In an attempt to resolve the matter, the Board of Education shall meet with the concerned parties and their representatives at the next regular Board meeting or within fifteen (15) school/business days of receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) school/business days of this meeting.

Step 4: If, at this point, the matter has not been satisfactorily settled, further appeal may be made by completing the USDA Program Discrimination Complaint Form, (AD-3027).

### USDA Nondiscrimination Statement

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), 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) 877-8339.

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>, 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](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

### Wisconsin Protected Classes

Wisconsin state law prohibits discrimination on the basis of the federal protected classes, but also includes pregnancy, marital status, parental status, sexual orientation, religion, creed, and ancestry. Any complaints received alleging civil rights discrimination specifically for the Wisconsin state protected classes should follow the same procedures above.

Approved: December 9, 1987  
Revised: May 22, 2023