

FOOD SERVICE FEES

Families who participate in the Tomahawk School District Food Service Program will be subject to the following policies and procedures:

Payment Policy

- A. The Food Service Program is a pre-payment program. Families are expected to have a positive balance in their food service lunch account at the beginning of the year and during the course of the school program year.
- B. Families will be given a weekly automated call from the Food Service Department if their account reaches a balance of five dollars (\$5) or less.

Negative Balance

- A. Families who have negative balances in their accounts will receive weekly automated call from the Food Service Department which will continue until there is a positive balance in the account of over \$5.00.
- B. Families who have negative balance of -\$30.00 or more will receive a personal phone call from the Food Service Department and/or Building Principal.
- C. Families who have been notified of negative balances and who have not made payment arrangements or paid in full may be turned over to collection agencies designated by the District.
- D. Students with negative balance over \$30.00 will be offered an alternate lunch, consisting of a peanut butter sandwich, fruit and milk. This alternative lunch will be charged at the cost value to the family account.

Account Balances

Family balances are available on the District website. Statements may be requested from the Food Service Director via e-mail or telephone anytime. The e-mail address of the Director is posted on the District website.

Meal Options for Negative-Balance Families

- A. Negative account balance families can only purchase a la carte items using cash-in-line.

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- B. Graduating seniors whose families have negative food service accounts will not be allowed to participate in graduation ceremonies.

Second Meals

A second meal that is not reimbursable may be purchased at a price determined by the Food Service Department.

Staff Meals

- A. Staff meals may be purchased at a price determined by the Food Service Department. To be eligible for the staff meal price, portions for individual items may not exceed those given to high-school aged students.
- B. Concession and Bake Sales are not to compete with Food Service. As per Department of Public Instruction, no sales in commons during Food Service hours.

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SECOND READING:	03/08/2016
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STUDENT FEES, FINES, AND CHARGES

The Board of Education may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge.

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the District Office with an accurate accounting of all transactions.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student a fine will be assessed. The fine will be reasonable seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Any fees or fines collected by members of the staff are to be turned into the District Office within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the District Administrator to take the student/and/or his/her parents to Small Claims Court for collection.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

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FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages as well as to the fiscal management of the program as well as all Federal and State requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restrict his/her diet, in accordance with applicable State and Federal requirements. To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

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For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with rules of the District's school lunch program.

Students operation and supervision of the food-service program shall be the responsibility of the Food Service provider and the Building Principal. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the District Bookkeeper. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period shall also comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in the school nutrition guidelines. Foods and beverages unassociated with the food-service program any be vended in accordance with the rules and regulations set forth in Board Policy 8540.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department Of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institution participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for the prior civil rights activity in any program or activity conducted or funded by USDA.

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: https://www.ascr.usda.gov/complaint_filling_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- A. Mail: to U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- B. Fax: (202) 690-7442; or
- C. E-mail: program.intake@usda.gov.

This District is an equal opportunity provider.

15.137, 93.49, 115.34-115.345, 120.10(16), 120.13(10), Wis. Stats. 7 C.F.R. 210, 215, 220, 240
42 U.S.C., Chapter 13

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