

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 School District shall not discriminate in school-sponsored food service programs on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

The person who believes s/he has a valid basis for complaint shall discuss the concern with the Food Service Secretary. 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.

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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or by writing a letter

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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:

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

Approved: December 9, 1987

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