

**School District Food Service Program
Board of Education
Wrightstown Community School District**

The Wrightstown Community School District aims to provide nutritious and appetizing meals to students each day. The District 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, the School Breakfast Program, and the Special Milk Program. It is the district's goal that the food service program 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 District 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 Director of Food Services.

The District's Director of Food Services shall have primary responsibility for the management of the District's food service program, with oversight by the District Administrator. The responsibilities of the Director of Food Services include the following:

1. Establishing a program that meets applicable nutrition standards and that is consistent with 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 Manager 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, in conjunction with the Wisconsin Department of Public Instruction, 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.

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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.
10. Establishing a system to collect and report program ethnic and racial data on an annual basis.

Families may apply for free and reduced meal benefits throughout the school year. Applications are available in all school offices, the school district office, or the food service office. Criteria for free and reduced meals are established by the Child Nutrition Program and issued annually by the Federal Government through the State Department of Education.

Legal References:

Wisconsin Statutes: Section 97.33; 115.34 to 115.347; 118.13; 120.10(16); 120.13(10); 252; Child Nutrition Act; Food Service Director Job Description (#2310); Administrative Guidelines for Unpaid Meal Charge and Debt Collection

Adopted: 9/20/2017

Reviewed:

Revised: