

Food Service Policy

The St. Croix Central School District participates in the National School Lunch/Breakfast Program.

The district policy, in conformance with federal regulations, is committed to:

1. Assuring that all students in the district receive proper nourishment.
2. Serving nutritious, high quality meals to the students of the district.
3. Maintaining accurate records of meals sold and served to students and staff.
4. Maintaining a computerized debit accounting program.
5. Ensuring that the district manages the School Lunch/Breakfast Program responsibly.

The Director of Food Services, with the assistance of building office staff, is responsible for collecting all food service related fees due to the district. The Board believes that the district should not act as a lending institution or bank; and authorizes administration and the Director of Food Services to collect food service charges that are 60 days delinquent through legal means including but not limited to small claims court or use of a collection agency. Costs for collection services will be added to the family account. Administration or the Director of Food Services may set up a payment plan with families to allow them to pay deficit balances over time.

The St. Croix Central School District will not discriminate on the basis of age, sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disabilities.

Policy Adopted: March 21, 1987

Reviewed: December, 1987

Reviewed: March, 1994

Revised: May, 1994

First Reading: December, 2008

Revised: January 19, 2009

Revised: January 20, 2014

**Food Service Program
Administrative Regulations for Board Policy 200.860**

General Guidelines:

1. Prepayments can be made at any school office in a "Meal Payment Deposit Envelope". Please include the family name, student's name and dollar amount being deposited.
2. Any family who does not approve of ala carte purchases must inform the school office or food service department in writing and the student's account will be flagged to not allow such purchases.
3. Ala carte items are available at an additional cost.
4. Parents have several methods available for monitoring account balances:
 - a. Skyward Family Access (at www.scc.k12.wi.us) allows parents to view their deposits to the students' accounts and also a detailed list of food purchased by their students.
 - b. Calling the Food Service Dept. between 6:30 a.m. and 3:00 p.m. at 715-796-5383 extension 1111.
 - c. Students may check their account balance anytime during the breakfast or lunch period with the food service computer operator.
5. Staff members are required to maintain positive balances in their accounts at all times.

Process for Dealing with Negative Account Balances:

1. The Food Service Director will inform the school Principal and the parent/guardian if a K-8 grade student will be denied a meal. The Principal shall notify the teachers who shall inform each student privately of the need to take the alternate meal. 9-12 students will be notified by the food service computer operator.
2. Students will be allowed to continue to eat regular meals until their account balance is a -\$10.00.
3. Students whose accounts have a negative balance will not be allowed to charge ala carte items.
4. Students with accounts below -\$10.00 may purchase lunch, breakfast or ala carte items if they bring cash to the food service computer operator.
5. In accordance with USDA regulations, children receiving free meals cannot be denied a meal for any reason.

Refunds:

1. Families may request that the District refund the balance of the food service account if they no longer have students attending school in the district or if they qualify for free meals.
2. Positive balances for families with students continuing the following year will remain in the family account for next year.