

**PORT EDWARDS PUBLIC SCHOOLS**  
**Board of Education Policy**

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**FOOD SERVICES MANAGEMENT**

Students in the Port Edwards 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.

- The superintendent and/or his or her designee shall serve as the district official in making eligibility determinations on the district's behalf for free and reduced price meals.
- The district shall determine eligibility for free and reduced price meals in accordance with the current income eligibility guidelines.
- Applications shall be accepted from families for free and reduced price meals in accordance with federal guidelines. School officials may seek verification of the information on applications forms. If a student's household refuses to cooperate in efforts to verify information, eligibility for free and reduced price benefits may be terminated in accordance with legal requirements.
- Payments will be collected in the same manner from those students paying the full price of the meal, as those paying the reduced price of the meal. An electronic food services management software system will be used to prevent overt identification of students receiving free or reduced meals.
- The district shall abide by required nondiscrimination practices and hearing procedures. A family can appeal a decision made by the district with respect to a free and reduced price meal application and the district can challenge the continued eligibility of any student for a free or reduced price meal.

Vending machines may be installed in district schools when approved by the Board. To protect the nutritional integrity of school meals, the sale of foods with minimal nutritional value shall be prohibited in food service areas (e.g., cafeteria) during school meal periods. Foods of minimal nutritional value include soft drinks, water ices, chewing gum and certain types of candies (hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy-coated popcorn). This prohibition applies to all food sales in the food service areas, including safes from vending machines.

*The School District of Port Edwards shall not discriminate on the basis of race, religion, political affiliation, sex or sexual orientation, age, national origin, handicap, pregnancy, marital or parental status, ancestry, color, creed, physical, mental, emotional or learning disability, homeless status, arrest or conviction record, membership in the National Guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or any other reason prohibited by state or federal law. Discrimination complaints shall be handled in accordance with established procedures.*

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LEGAL REF.:                   Sections 118.13 Wisconsin Statutes  
   120.10(16)  
   120.13(6) & (10)  
   PI 9.03(1) of the Wisconsin Administrative Code

CROSS REF.:                 411-Rule, Student Discrimination Complaint Procedures  
   760-Rule, Offer vs. Serve Options

Adopted:           5/18/92  
 Reviewed:  
 Revised:           12/12/05

**SCHOOL LUNCH PROGRAM  
"OFFER VS SERVE OPTIONS"**

In compliance with federal regulations, the Board of Education allows students at both the high school and elementary level to participate in an "Offer vs Serve" program. This permits students to decline food they do not intend to eat. School lunch program personnel will offer a full portion of the five required meal pattern items, "meat or meat alternative, bread or bread alternative, milk and two fruit or vegetables but high school and elementary students may be permitted to decline up to two of the five items."