

Food Services Middle/High School

Breakfast/Lunch Purchasing/Procedures/Guidelines

It is the mission of Lakeland School Corporation's Nutrition Department to offer healthy choices and quality food at reasonable prices, while keeping excellent customer service. School menus are planned to provide students an opportunity to select nutritious food that they will enjoy eating and contribute to good health. Lakeland participates in the National School Breakfast Program and the National School Lunch Program. Both of these programs must meet requirements from USDA based on the Dietary Guidelines for key nutrients and calories for growing children.

A breakfast meal consists of four components: two grains or a grain and a protein as well as a fruit and milk. Students may elect to decline one of these components. (*BREAKFAST WILL NOT BE OFFERED ON A DELAY DAY*)

A lunch meal consists of five components: meat/meat alternate, grain, fruit, vegetable and milk. Students can take all five components, or decline up to two. At least one half cup of fruit or vegetable must be taken.

Ala Carte items will also be available for purchase if your child has sufficient funds in their account.

Lunch money can be paid daily or can be deposited into each child's account in larger sums to be used until the balance has been depleted. Money can also be deposited into your child's account at www.myschoolbucks.com. There is a link to the My School Bucks website and instructions for usage on the Lakeland website at: www.lakeland.k12.in.us under the Departments Tab, then select Food Services. Each student will be responsible for listening to their balance when purchasing lunch. Account balances can be found on the My School Bucks website. Each student is assigned a PIN number that he/she must use when purchasing food from the cafeteria line. Use of this prepaid system enables faster and more efficient service in the cafeteria.

Insufficient fund checks may have applicable fees applied. Acceptance of future checks will be dependent on the amount and number of ISF checks.

Parents are encouraged to apply for free or reduced priced meals. Applications can be filled out after July 1st online by going to the Lakeland web page under Department Tab, then select Food Services. Paper applications are available at Lakeland School Corporation and your child's school office. Completing applications prior to the start of school will enable the application process to be complete the first day of school.

CHARGING LIMITS: Charging is discouraged in the cafeteria. (Two full meals may be charged and there is NO charging of Ala Carte items.) If charging is abused or not paid in a timely manner, the student will no longer be allowed to charge. A supplemental meal of a cold sandwich and milk will be offered (for a limited time). There will be no charging allowed during the last two weeks of the school year. Lunch balances can be found on the MySchool Bucks Website.

STUDENTS WHO WITHDRAW or GRADUATE:

Students who withdraw or graduate from the corporation and have \$5.00 or more left in their food service account will be given the option of money to be transferred to a sibling (if applicable) or money to be refunded by mail.

SPECIAL DIETARY NEEDS

If your child has a special dietary need requiring accommodations from the cafeteria, it is the parent's responsibility to contact your child's school nurse for instructions. Please note that the cafeteria CANNOT accommodate any special needs requests without a diet prescription signed by a health care provider.

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 institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or relationship for prior civil rights activity in any program or activity conducted or funded by USDA.

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: http://www.ascr.usda.gov/complaint_filing_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:

- (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) e-mail: program.intake@usda.gov