

The School District of Sturgeon Bay

1230 MICHIGAN STREET, STURGEON BAY, WI 54235-1431
Website: www.sturbay.k12.wi.us

PHONE 920-746-2800
FAX 920-746-3888

2017-2018 Food Service Information

Dear Parent/Guardian,

Welcome to the start of the school year! Eating healthy food helps a student learn. School meals offer a variety of food choices, providing an opportunity for students to try new foods. School meals are a great value and a convenience for families. Every school lunch includes at least six fruit or vegetable choices, three milk type choices and one or more protein and whole grain choice.

The price a family pays for an elementary school lunch is \$3.30, middle school lunch \$3.40 and for each adult lunch \$3.90. Your family may qualify for free or reduced price meals. A paper application can be mailed to you at any time, one can be found on our school website or new this year, you can apply online. Our school website is: <http://www.sturbay.k12.wi.us/> go to district then district departments. Apply asap and return paper copies to the high school office in person or in the mail, Attn: Mary Nickel. Know that you can apply AT ANY TIME during the school year and all free and reduced information is confidential. Students enrolled in free meal benefits qualify for one free lunch daily.



2017-18 St John Bosco School Meal Prices		
Students	Meal Options	Price
Elementary	Lunch or salad	\$3.30
Middle School	Lunch or salad	\$3.40
Middle School	Second entrée	\$1.60
Middle School	Second full lunch	\$3.40
All	Milk without a meal or additional milk at meals	\$0.35
Adult	Lunch or salad	\$3.90
Adult	Second entrée	\$1.60
Adult	Second full lunch	\$3.40

Miscellaneous info:

- Every month, a new food item is offered on the lunch trays at school or work in a partnership among Healthy Door County 2020 local health advocates: Door County Medical Center, Boys & Girls Club, Gibraltar, Sevastopol, Southern Door, Algoma and Sturgeon Bay Schools. Encourage your student to try something new, we will be!
- Attached is a paper copy of the **September lunch menu**. For your convenience menus are posted on the school web site within the food service tab.
- Please complete and/or sign a Food Service **Family Authorization Form**. This form enrolls your student in school food service and allows a parent to choose what types of purchases a student can make with money in the family lunch account. A pre-populated form can be picked up at registration. If you miss registration, the form can be found on the school website or at your child's school office. A completed form should be turned in, before the start of the school year, to make it easier for your child at lunch room computer check out.
- We use an automated lunch account balance notification system to alert families when a lunch balance is low or negative. Make a lunch payment asap after receiving this notice. You can check your lunch account balance in the *Wordware* program (information is found on the school website within the food service tab).
- **Making school lunch payments**
 1. Write a check made payable to Sturgeon Bay Schools and send the check with your child to school...in the check memo line write: "lunch \$ for (*include student's full name*)"
 2. Pay with cash brought into the high school office...please put into a sealed envelope labeled "lunch \$ for (*include student's full name*)"
 3. Pay online through e-Funds...detailed info can be found on the school website under food service. Please know there you are charged a fee to use this payment system/method.

Thank you, in advance, for enrolling your child in school meals before the school year begins! If you have any questions or comments regarding school meals, contact information is provided below.

Sincerely,



Dan Tjernagel
Superintendent
920.746.2801
dtjernagel@sturbay.k12.wi.us

Jenny Spude
Food Service Director
920.746.3877
jspude@sturbay.k12.wi.us

Mary Nickel
Free and Reduced Meal Coordinator
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Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

"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 retaliation 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) email: program.intake@usda.gov.