

ANNUAL

PUBLIC NOTICE

DARLINGTON COMMUNITY SCHOOL DISTRICT

FEDERAL PROGRAM ASSURANCES

Attached is a verbatim copy of District policy regarding Federal Program Assurances.

Covered in it are statements regarding verification of subsidized meals, and Section 504, Title II and Title IX.

The impact of these assurances is that the District does not discriminate on the basis of: color, sex, race, religion, national origin (including limited-English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Also included is the District Grievance Policy relating to these assurances.

Please note that the District delegated coordinator with respect to these policies and to the Grievance procedure is:

Superintendent  
Darlington Community School District  
11630 Center Hill Road  
Darlington, Wisconsin 53530  
Phone: (608) 776-2006

Revised: December 15, 2009

Revised: August 5, 2013

Revised: February 23, 2023

## POLICY TO VERIFY FREE AND REDUCED PRICE MEAL ELIGIBILITY

1. Each school year, after October 31, the District superintendent or designee will compile a written report of free and reduced price meal recipient families in the District, listing the following information:
  - a. Name and address of qualifying family
  - b. Name of all household members
  - c. Social Security numbers of all adult household members, or an indication that an adult has no social security number
  - d. Total household income
2. Recipient families whose eligibility will be verified will be selected free of discrimination due to race, sex, color, national origin, religion, age or disability.
3. The number of approved applications will be totaled, and three percent of this total will be computed to determine the number of verifications to be completed each year.
4. All of the approved applications will be put in a numerical order, a random number will be identified, and that number will be used to complete a random selection process to identify the three percent to be verified.
5. Selected households will be notified via a letter sent them. They will also receive a sheet of verification documentation information to aid them.
6. If a selected household refuses to cooperate with the request for documentation to expedite verification of income, eligibility will be terminated. Notice will be sent, allowing ten (10) school days of the benefit to continue following the date of notice.
7. Households given notice of termination have ten (10) days to appeal the termination to the Board Clerk. The termination notice will include the details regarding an appeal.
8. Each year the District superintendent will complete a record file showing the following information:
  - a. A summary of the verification efforts
  - b. The total number of applications on file on October 31
  - c. The percentage or number of applications verified
9. Records will be kept for three years, following the close of the fiscal year. The District Administrator's secretary will maintain, in addition to the items listed in number 8 above, the following information:
  - a. How applications were selected
  - b. How applications were verified
  - c. The dates notices were sent
  - d. Notes on any contact made
  - e. The results of verification
  - f. The reasons for any denial or change of eligibility

- g. The signature of the verifying official confirming that verification records are accurate
10. A family's rights of privacy will be respected and maintained during the verification process.

Revised: August 5, 2013

# VOCATIONAL EDUCATION ASSURANCES

## PUBLIC NOTICE

### DARLINGTON COMMUNITY SCHOOL DISTRICT

Each year the Darlington Community School District offers vocational education programs at Darlington High School. These programs are designed to prepare youth for a broad range of employment and training services are offered under the guidance of certified teachers, counselors, and cooperative education coordinators.

<u>COURSE</u>	<u>PREREQUISITE</u>	<u>YEAR NORMALLY TAKEN</u>	<u>LENGTH OF COURSE</u>
<u>BUSINESS DEPARTMENT</u>			
Information Tech 1	None	Any	Semester
Information Tech 2	Information Tech 1	Any	Semester
Accounting 1	Junior (Sophomore with approval)	11, 12	Year
Accounting 2 (Offered on SRNTC)	Junior (C or better in Accounting 1)	11, 12	Year
Computer Applications 1	None	Any	Semester
Computer Applications 2	Computer Applications 1	Any	Semester
Intro. to Business	None	Any	Semester
Web and Desktop Application	Info. Tech. 1 or Comp. App. 1	Any	Semester
<u>AGRICULTURE DEPARTMENT</u>			
Introduction to Agriculture and FFA	None	9	Year
Agriculture/Animal Science	Intro. to Agric. or Instructor Consent	10	Year
Dairy and Soils	Intro to Agric. or Instructor Consent	11	Year
Agriculture Business	Intro. to Agric. or Instructor Consent	12	Year
Agriculture Technology	Agric. Business or Instructor Consent	12	Semester
<u>TECHNOLOGY EDUCATION</u>			
Intro. to Technology	None	Any	Semester
Technology Design	Intro. to Tech or Instructor Consent	10, 11, 12	Semester
Woods Technology	Intro to Tech or Instructor Consent	10, 11, 12	Semester

Metals Technology	Sophomore standing and Instructor Consent	10, 11, 12	Semester
Power Technology	Junior standing and Instructor Consent	10, 11, 12	Semester
Electricity	Sophomore standing and Instructor Consent	10, 11, 12	Semester
Welding 1 & 2	Sophomore standing	10, 11, 12	Semester
Technology Survey	Junior standing and Instructor Consent	11, 12	Semester

All vocational education programs follow the District's policies of non-discrimination on the basis of: color, sex, race, religion, national origin (including limited-English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

For general information about these programs, contact:

Mr. Thomas Uppena  
High School Guidance Counselor  
Darlington High School  
11838 Center Hill Road  
Darlington, Wisconsin 53530  
(608) 776-4001

Inquiries concerning policies of nondiscrimination on the basis of: color, sex, race, religion, national origin (including limited-English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in all activities and in employment should be directed to:

Mr. Mitch Austin, Title IX Coordinator  
Ms. Kelly Rose, Section 504 Coordinator  
Ms. Kelly Rose, Title II of the ADA  
Darlington Community School District  
11630 Center Hill Road  
Darlington, Wisconsin 53530  
(608) 776-2006

Revised: August 16, 2010  
Revised: August 5, 2013  
Revised: March 20, 2023

## FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit and will provide food service for the purchase and consumption of lunch for all students.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet. To qualify for such substitutions the parent must provide a Medical Statement for Special Dietary Needs signed by a state authorized medical authority. The request must contain the following information:

- A. An explanation of how the student's physical or mental impairment restrict the diet
- B. The food(s) to be avoided
- C. The food(s) to be substituted

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For students who need a milk substitute as part of the Wisconsin School Day Milk Program, only a signed request by a parent or guardian outlining the medical reason is required. Children with a signed request meeting this criteria will be provided a 100% juice substitute.

Requests for special dietary meal modifications should be made to:

Cale Jackson, District Administrator  
608-776-2006; [jacksonc@darlington.k12.wi.us](mailto:jacksonc@darlington.k12.wi.us)  
11630 Center Hill Road Darlington, WI 53530

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the District Administrator.

The operation and supervision of the food-service program shall be the responsibility of the District Administrator. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food.

A periodic review of the food-service accounts shall be made by the auditor. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

The District Administrator shall establish administrative guidelines for the conduct of the school lunch program that shall include provisions for:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation and consumption of food;
- C. the purchase of foods and supplies in accordance with law;
- D. complying with food holds and recalls in accordance with USDA regulations;
- E. the accounting and deposition of food-service funds;
- F. the safekeeping and storage of food and food equipment.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for American and Smart Snack Rules. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period shall also comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules.

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

### **Negative Account Balances**

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance as determined by the District Administrator. A student will be allowed to reach the value of a paid high school meal times five. This is equal to one full week of school meals. The value of a paid high school meal will be reviewed annually. The District Administrator shall determine the manner of determining permissible account balances by grade level. A student shall not be permitted to

purchase a la carte items without sufficient account balance. A la carte items are any items sold separately and not attached to a federally reimbursable meal. This includes but is not limited to milk break, extra milk, extra entrees, or other items not part of a complete meal. Likewise, any student that has a negative account balance may not purchase a la carte items or any other item sold individually not part of a federally reimbursable meal with cash unless the student is also able to bring his/her account current.

Approved: November 20, 2023

Revised: January 10, 2024

Revised: February 14, 2024

Revised: March 27, 2024