



Father Todd Mlsna
Toni Ross, Principal

325 Mansion Street
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Telephone 608-847-5844
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www.stpatrickismauston.com

Unpaid Meal Policy

To ensure that all students have consistent access to nutritious meals and that families remain informed about their meal account status, the following procedures will be followed when meal account balances fall below required levels:

1. Low-Balance Notification

- Families will receive an **email notification through Sycamore Education** when their meal account balance reaches **\$20 or below**.

2. Negative Balance Notification

- When a meal account reaches a **\$0 balance**, families will receive a **text message through Remind** informing them that the account has entered a negative balance.

3. Follow-Up for Unresolved Negative Balances

- If a negative balance continues and families do not respond to email or text notifications, the school will make a **personal phone call** to the parent/guardian.
- While a meal account remains negative, students will **not be permitted to receive second entrées or additional sides**. (Students will still be offered a reimbursable meal in accordance with Wisconsin DPI guidelines.)

4. Payment Expectations

- Families are expected to **bring their meal account back to a positive balance**, with at least a **\$20 surplus**, to ensure continuing access to all meal options.
- If the account balance is not restored to the required level, families will be expected to **send a cold lunch from home** until the balance is paid.

5. Commitment to Student Dignity

- At no time will a student be denied a standard reimbursable meal due to an unpaid balance, in accordance with Wisconsin DPI and USDA regulations.



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Procedures for Receiving and Processing Complaints Alleging Civil Rights
Discrimination (including Wisconsin protected classes) in the U.S. Department of
Agriculture (USDA) Child Nutrition Programs
School Food Authority Information

School Food Authority Name St. Patrick School	Agency Code 297784
School Food Authority Civil Rights Coordinator for the USDA Child Nutrition Programs (name, title) Toni Ross, Principal	Phone Number 608-847-5844
SFA email address toniross@stpatrickismauston.com	

Federal law prohibits discrimination on the basis of these protected classes: race, color, national origin, sex (including gender identity and sexual orientation), disability and age. Any person alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action.

Complaints can be accepted verbally, in writing, anonymously, and from third party representatives. Upon receipt of a complaint, the receiver of the complaint at the school/district should immediately:

1. Contact the School Food Authority (SFA) USDA Child Nutrition Programs Civil Rights Coordinator, listed above.
2. The recipient of the complaint and/or SFA Civil Rights Coordinator must provide the individual with the information necessary to file a complaint and not impede on the individual's right to file.
3. After explaining the complaint process, the recipient of the complaint and/or SFA Civil Rights Coordinator may try to resolve the situation in real time. Remember to advise the complainant of their right to file the complaint at the federal level if they wish to do so.
4. Document the complaint:
 - a. Utilize the USDA Program Discrimination Complaint Form (Spanish) or make an effort to obtain all of the following information:
 - Name, address, and phone number of complainant,
 - Specific name and location of entity delivering the benefit or service,
 - The nature of the incident, action, or method of administration that led the complainant to feel discriminated against,
 - The basis on which the complainant feels discriminated (race, color, national origin, sex, etc.),
 - The names, titles, business addresses, and phone numbers of persons who may have knowledge of the discriminatory action,



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- The date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.

- b. Either the complainant, the receiver of the complaint, or the SFA Civil Rights Coordinator, should document the complaint. If a complainant makes the allegations verbally or refuses to place such allegations in writing, the person to whom the allegations are made must write up the elements of the complaint.

5. All verbal, written, or anonymous complaints received by the SFA must be forwarded to the Wisconsin Department of Public Instruction, Bureau of School Nutrition Director within five days of receiving the complaint.

Wisconsin Department of Public Instruction (DPI) Mail:

Director, Bureau of School Nutrition

P.O. Box 7841 Madison, WI 53707

Email: jessica.sharkus@dpi.wi.gov

WI DPI will forward the complaint to the USDA Midwest Regional Office for processing.

6. All Civil Rights complaints received must be tracked on a [civil rights complaint log](#). This log should be maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know.

A Civil Rights Complaint Log Template is available on the Bureau of School Nutrition civil rights webpage. USDA Nondiscrimination Statement In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action insufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or 2. fax: (833) 256-1665 or (202) 690-7442; or 3. email: Program.Intake@usda.gov This institution is an equal opportunity provider. Wisconsin Protected Classes Wisconsin state law prohibits discrimination on the basis of the federal protected classes, but also includes pregnancy, marital status, parental status, sexual orientation, religion, creed, and ancestry. Any complaints received alleging civil rights discrimination specifically for the Wisconsin state protected classes should follow the same procedures above.



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Meal Modification Policy

What DPI requires: Special Dietary Needs & Meal Modifications

• Accommodations for disabilities or medical dietary needs

DPI requires that all school food authorities (SFAs) have procedures for parents/guardians to request meal modifications when a student has a disability or medical condition that restricts diet. [Wisconsin DPI+2](#)

For children with a disability (or eating/digestive impairment) that limits their diet, the school must provide “special meals or substitutions at no extra charge.” [Wisconsin DPI+2](#)

SFAs may use a standard form (Medical Statement for Special Dietary Needs, DPI form) that must be signed by a licensed medical authority. The form identifies how the disability restricts diet, what foods must be avoided, and what foods or substitutions are acceptable. [Wisconsin DPI+2](#)

Once a compliant medical statement is submitted, the school should implement a “reasonable modification” — which does not have to replicate brand-specific foods, only meet the dietary needs in a practical way. [BoardDocs+2, Wisconsin DPI+2](#)

If a student’s individualized education plan (IEP) or 504 plan already includes dietary accommodations, a separate medical statement may not be required. [BoardDocs+2, Wisconsin DPI+2](#)

• Documentation & process

The required documentation is the Medical Statement for Special Dietary Needs. [Wisconsin DPI+2](#)

If the statement is incomplete or unclear, school staff should seek clarification before providing accommodations. [BoardDocs+2, Wisconsin DPI+2](#)

Meal modifications must be provided at no extra cost when the need is due to a disability. [Wisconsin DPI+2](#)

Schools must also maintain a grievance or appeal process: if a request is denied, parents or students may request a review or file a complaint with DPI or appropriate state/federal agency. [BoardDocs+1](#)



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- **Flexibility & discretion for non-disability requests**

If the dietary request is not due to a disability (for instance: intolerance, mild allergy, or food preference), the school *may* — but is not required to — accommodate the request, depending on district policy. ecasd.us+2kUSD.edu+2

For non-disability related requests, any substitutions must still meet the federal meal pattern requirements for reimbursable meals under the United States Department of Agriculture (USDA) school nutrition rules. [Wisconsin DPI+2](#)



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Local Wellness Policy: School District: St. Patricks Grade School- Wellness Policy

Policy Preamble

In accordance with the Local School Wellness Policy Implementation rule under the Healthy, Hunger-Free Kids Act of 2010, the St. Patricks Grade School (hereto referred to as the District), establishes the following policy for implementation no later than January 5, 2026.

Policy Leadership

The designated official for oversight of the wellness policy is **Toni Ross, Peggy Miller, Kristi Kolba, Cecilia Steen, and Cailey Simons**. The official shall convene the Wellness Committee and lead the review, updating, and evaluation of the policy.

To assist in the creation of a healthy school environment, the District shall establish a Wellness Committee that will provide an ongoing review and evaluation of the Wellness Policy. The Committee shall meet no less than two times during the school year to implement, assess and review, and make recommendations for changes to the Wellness Policy.

The District shall invite a diverse group of members to participate in the development, implementation, and periodic review and update of the wellness policy. Members may include:

- Administrator
- Classroom teacher
- School food service representative
- Athletic Director

Nutrition Standards for All Foods

The District is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

Standards and Guidelines for School Meals

The District is committed to ensuring that:

- All meals are accessible to all students.
- Withholding food as a punishment shall be strictly prohibited.
- When drinking fountains are not present in the cafeteria, water cups/jugs are available.



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- Students are provided at least 20 minutes to eat breakfast and at least 20 minutes to eat lunch after being seated.
- All school campuses are “closed” meaning that students are not permitted to leave the school grounds during the school day.

In addition, the District’s nutrition services:

- Shall notify parents of the availability of the breakfast, lunch, and summer food programs and shall be encouraged to determine eligibility for reduced or free meals.
- Shall restrict the scheduling of club/organizational meetings during the lunch period unless students are allowed to purchase lunch to be consumed during the meetings.

Foods and Beverages Sold Outside of the School Meals Program

- All food and beverages sold and served outside of the school meal programs (“competitive” foods and beverages) shall, at a minimum, meet the standards established in USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. The policy should include a link to the USDA Smart Snacks standards or list individually.
- The sale of foods and/or beverages containing caffeine (with the exception of trace amounts of naturally occurring caffeine) at all grade levels during the school day are prohibited.

Marketing

Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fundraisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.

Foods Provided but Not Sold

The District encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.



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Nutrition Education

The District aims to teach, model, encourage, and support healthy eating by providing nutrition education. The primary goal of nutrition education is to influence students' lifelong eating behaviors. Nutrition education, a component of comprehensive health education, shall be offered every year to all students of the District.

Nutrition Promotion

The District is committed to providing a school environment that promotes students to practice healthy eating and physical activity. Students shall receive consistent nutrition messages that promote health throughout schools, classrooms, cafeterias, and school media.

Physical Activity

The District shall provide students with age and grade appropriate opportunities to engage in physical activity. As such:

- Elementary schools shall offer at least 30 minutes of recess on all or most days during the school year (early dismissal/late arrival days are exempt).
- Outdoor recess shall be offered weather permitting. If the temperature is less than 10 degrees or less than 10 degrees with the wind chill.
- Recess monitors/teachers shall encourage students to be active during recess.

Physical Education

- Students shall be moderately to vigorously active for at least 50% of class time during all physical education class sessions.
- In health education classes, the District shall include topics of physical activity, including: the physical, psychological, or social benefits of physical activity; how physical activity can contribute to a healthy weight; how physical activity can contribute to the academic learning process; how an inactive lifestyle contributes to chronic disease; and decreasing sedentary activities.

Other School Based Activities that Promote Wellness

As appropriate, schools shall support students, staff, and parents' efforts to maintain a healthy lifestyle. The District supports the implementation of other programs that help create a school environment that conveys consistent wellness messages in an effort to promote student well-being.



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Staff Wellness

The District will implement the following activities below to promote healthy eating and physical activity among school staff.

- Educational activities for school staff members on healthy lifestyle behaviors.
- Distribution of an employee health newsletter to promote healthy behaviors.

Community Engagement

The District shall inform and invite parents to participate in school-sponsored activities throughout the year. The District shall provide information on how the public can participate in the school wellness committee on an annual basis.

Monitoring and Evaluation

The District wellness policy will be updated as needed based on evaluation results, District changes, emergence of new health science information/technology, and/or new federal or state guidance are issued.

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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