

- Adults (all school staff, parents, visitors) may NOT take any foods that were previously served to students for their own consumption, even if the students do not plan to eat or drink the food items. This applies to the food on the share table.
- Adults may NOT eat foods from the reimbursable meals served to students. This applies to the food on the share table.
- Share table food is not to be used to provide an alternate meal for students who have exceeded the charge policy.
- Share table food is not to be used to feed late students at breakfast. Food Service Aides can provide a complete and reimbursable breakfast for these students.
 - Student's names are to be given to the One Source Operator so meals can be claimed.
- Share table food is not to be used to provide a box lunch for students who forgot their sack lunch. Food Service Aides are to follow emergency meal replacement guidelines to make a reimbursable lunch for those students from the supplies at the school.
- Contact your Nutrition Services Supervisor if the school wishes to use share table items outside of breakfast and lunch meal service.

See the forms section on **pg. 69** for a sign that can be posted on the Share Table

Civil Rights

Nondiscrimination Policy

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call (866) 632-9992 (Voice).

Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer

Civil Rights Complaint

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action. The complainant or representative needs to complete the Civil Rights Complaint Form below and forward immediately to the Nutrition Services office. Nutrition Services will forward the complaints to the Kansas State Department of Education and to the USDA. A complainant may contact KSDE or USDA directly.

A copy of the complaint form can be found in the Forms section on page 69