



Dr. Steve Webner  
Superintendent

Rachel Leavitt  
Curriculum Director

940 Lincoln Street Southwest, Le Mars, Iowa 51031 Telephone 712-546-4155

---

March 23, 2020

Parents/Guardians:

To ensure the students of Le Mars Community Schools continue to receive healthy and nutritious meals during the unanticipated school closure in response to COVID-19, the Le Mars Community School District, through the flexibility from the USDA, will provide an opportunity for families to drive through and pick up free grab 'n go meals for children ages 1-18.

**We will begin serving meals Monday through Friday starting Wednesday March 25, 2020.** Meals can be pre-ordered via the district website ([www.lemarscsd.org](http://www.lemarscsd.org)); the link for sign up will be on the front page of the website, and names are confidential. The reason for sign-up is to provide a general number of meals we need to prepare.

Meals will be served as Grab 'n Go between 11:30 a.m. and 12:30 p.m. from each of the following locations:

Clark Elementary: 201 2<sup>nd</sup> Ave NW Le Mars (south side loading dock)

Le Mars Community High School: 921 3<sup>rd</sup> Ave SW Le Mars (west side loading dock-Door E)

The district is not able to provide other locations due to federal guidelines.

Per USDA regulations, **children must be present for the meals to be provided.** If driving, please stay in your car and meals will be passed through to the driver based on the number of children in the car.

Meals will be prepared in our school facilities by ServSafe Certified Food and Nutrition Services Staff. All existing approved procedures for meal prep, storage, service, and sanitation will be observed.

While schools are closed, nutritionally balanced meals will be provided to all children aged 18 or younger regardless of race, color, sex, disability, age or national origin. Children are not required to be enrolled in Le Mars Community Schools to be eligible for the service.

This program will be solely for the pick-up meals, and meals will not be consumed on site. We encourage families to continue to be proactive in reduction the risk of COVID-19 by not congregating at the school site once meals have been distributed, continue to wash your hands often. Sneeze or cough into a tissue and stay home if you are sick.



Dr. Steve Webner  
Superintendent

Rachel Leavitt  
Curriculum Director

940 Lincoln Street Southwest, Le Mars, Iowa 51031 Telephone 712-546-4155

---

#### **USDA Nondiscrimination Statement**

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](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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

#### **Iowa Nondiscrimination Statement:**

“It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14<sup>th</sup> St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.”

The mission of the Le Mars Community School District is to guide every student in achieving the highest possible education by teaching the basic skills, developing good character, and promoting life-long learning, all through an aggressive partnership with students, families, school, and community.