

Elementary and Middle School Food Procedures

In general, food is not to be brought and shared. Historically, there have been many school and PTO functions that have involved food in some way. This document is meant to provide guidance on what is allowed and what is not.

PTO Functions

- PTO sponsored events during school day with staff supervision (including but not limited to Halloween, Valentines day, Field Days, food fundraisers)
 - No food at parties.
 - No food used in crafts or games.
 - No Valentine cards that include food or candy.
 - No provided food at Field Days other than water. Popsicles may be permitted at Principal discretion with communication to parents well in advance of the event.
 - No selling of food items during school.
- PTO after school/evening event with PTO supervision (drop off event, MS dances, Movie nights, Plays/musical)
 - PTO plans must be well communicated to parents in advance of the event, including the types of food to be provided.
- PTO after school/evening event with parent supervision
 - Food may be provided, parents are responsible for determining what is suitable for their child to eat.

School Sponsored Functions

School sponsored events during the day involving food (5th grade picnic, 8th grade breakfast, popsicles in excessive heat, auction items - lunch with principal/teacher)

- 5th grade picnic - school sponsored and during school day, where parents may not be present.
 - PTOs may provide food if it is 1) nut free, 2) pre packaged with ingredient label, 3) ordered from a restaurant (e.g. pizza, Jimmy John's, etc.).
 - Parents must be notified of the food to be provided well in advance.
 - Students may alternatively bring their own lunch and snacks. If there are students in need of assistance with lunch, arrangements will be made by building administration and the District 95 food service provider for a box lunch.
- 8th grade breakfast - school sponsored and during school day.
 - Food will be ordered through the District 95 food service provider so it is nut free.
 - Parents must be notified of the food to be provided well in advance.
 - Students may alternatively bring their own breakfast.
- Excessive heat days
 - Only water will be provided.
- Auction items (lunch with principal/teacher)

- Auction lunch items must be nut free and parent must communicate any special dietary concerns.
- Auction winners may alternatively bring their own food.
- Middle school Springfield trip
 - Food is provided by restaurants arranged by tour company. This information is provided to parents in field trip packet.

Food provided at school sponsored events before/after the school day

- School sponsored clubs/activities with staff supervision (before/after school) - safety patrol, athletics, art club
 - Food must be nut free.
 - Teachers must notify parents well in advance of the food that will be provided.
- School sponsored events with parent supervision (after school or evening) - band/orchestra presentations (parents bring food), BPAC meetings, Parent Cafe
 - Food may be provided, parents are responsible for determining what is suitable for their child to eat.

Special Considerations

- Principal Discretion - In the **exceptional** cases when food is used in class as an instructional tool or at school-sponsored events, the teacher must obtain prior administrative approval. Food is not to be used as a reward. Food must be nut free. Staff must also notify students/parents at least two days in advance of the food that will be provided.
- Joanie's Closet (nurses' offices, breakfast, during school and after school snacks for those in need) - Snacks provided by Joanie's Closet must be 1) nut free, 2) pre packaged with ingredient label. Other allergy concerns may be addressed through the building administration.
- Middle School FACS classes (cooking unit) use food in class as an instructional tool. Food must be nut free.

Snack Foods

Guidelines

- Nuts are prohibited
- Snacks requiring utensils are discouraged
- Suggested snacks include:
 - Cheese sticks
 - Fruits and vegetables
 - Crackers, pretzels, popcorn
 - Snack meats
 - Other snacks that can be eaten with no preparation and limited mess