CHILD NUTRITION SERVICES/OPERATION
CO (REGULATION)

PURPOSE OF CHILD NUTRITION SERVICES DEPARTMENT

The purpose of the Child Nutrition Services Department is to administer school board-approved, non-profit, food service and nutrition programs for students.

The operation of Child Nutrition Services facilities will ensure prepared meals which follow approved menus, recipes, and portion sizes to reflect nutritional adequacy, optimal palatability and educationally sound principles.

The School Lunch and Breakfast Programs are the major programs of the Child Nutrition Services Department with goals to serve the greatest number of students the best possible meal at the lowest possible cost. The School Lunch teaches students to recognize a wide variety of foods which they need for normal growth and development. The lunchroom is an educational facility intended to effectively meet the nutritional needs of all students.

The Child Nutrition Services Department follows the goals of the National School Lunch Act of 1946, the Child Nutrition Act of 1966 ,the School Breakfast Program Act of 1977, and the Healthy Hunger-Free Kids Act of 2010.

SCHOOL LUNCH AND BREAKFAST AGREEMENT

The School Lunch and Breakfast Agreement is a legal contract between the Texas Department of Agriculture and each school district participating in the programs. Its provisions are identical to the provisions of the contract between the Texas Department of Agriculture and the United States Department of Agriculture.

Under the terms of the Agreement, each school district agrees to:

1. Serve a lunch and/or breakfast which meets meal requirements.
2. Maintain proper sanitation and health standards in compliance with all applicable state and local laws.
3. Comply with record-keeping requirements.
4. Provide free and reduced-price meals to eligible children.
5. Provide meals to all children without regard to race, color, sex, handicap, age or national origin.
6. Comply with financial requirements and provisions.
7. Accept and use commodities.

8. Operate the program on a non-profit basis.

School districts must complete a renewal of agreement at the end of each school year in order to extend their agreement.

SCHOOL LUNCH PROGRAM GUIDE

The nutritional goal is to provide at least one-third of the Recommended Dietary Allowances of the National Research Council and to adhere to the Dietary Guidelines for Americans.

Lunch menu items include;
1. Meat/meat alternate
2. Grains
3. Fruit
4. Vegetable
5. Milk

For MISD schools, a reimbursable lunch consists of three components. The manager or cashier must check each tray for compliance.

Breakfast menu items include:
1. Breakfast entrée (2 grains, 2 meat/ma or 1 grain and 1 meat/ma)
2. Juice
3. Fruit
4. Milk

For MISD schools, a reimbursable breakfast consists of 3 components from the breakfast items listed above.

OFFER VERSUS SERVE PROGRAM

The Offer versus Serve Program is a serving method designed to reduce food waste and food costs in the school breakfast and lunch program without jeopardizing the nutritional integrity of the meals served. It allows school students to decline foods they do not intend to eat. All campuses (with the exception of Headstart/Early Childhood) participate in the Offer versus Serve Program.

The condition for a reimbursable lunch under the “Offer versus Serve Program” is that the breakfast/lunch must be priced as a unit regardless of the number of menu items selected by the student.

Since the intent of the “Offer versus Serve Program” is to allow students to refuse food items they do not intend to consume, the school may not require that certain food items be taken (i.e.; milk cannot be required to be

taken). Students must be given the opportunity to decide which three food items they will consume. They may select up to five food items. Additional food items are sold “a la carte”.

SCHOOL SACK LUNCH PROGRAM GUIDE

On campus, sack lunches may be prepared for outings for elementary and secondary school students by the school child nutrition program. The principal should inform the manager two weeks in advance of the activity.

EMERGENCY MEAL MENU

Emergency meals will be provided as needed on a case by case situation. At a minimum it will have the following components:+Cheese sandwich or alternate entrée consisting of grains and meat/ma.
+Canned vegetables or fresh vegetables+Canned fruit or fresh fruit
+Milk

SERVICE OF FOOD

The following are general rules concerning the service of foods for the lunch and breakfast programs:

1. The menu is subject to change without notice (to respond to adverse conditions such as production errors and delivery problems).

2. Adequate amounts of menu items must be prepared so as not to run short. Any shortage should be immediately reported to the Child Nutrition Services Supervisor and school principal.

3. No “home-made” foods are to be sold or distributed on campus unless they meet the guidelines of the state or federal nutrition policy and have been expressly approved, in writing, by the principal.

STUDENT AND PARENT INVOLVEMENT

Regulations require that schools promote activities to involve students and parents in the National School Lunch Program. Such activities may include menu planning, enhancement of eating environment, program promotions and related community support activities. The type of parent and student involvement is left to the discretion of the individual school. In this way, the school is given flexibility to plan and implement a program to meet its individual needs. Since involvement of students and parents in the National School Lunch Program is a requirement, schools should document all activities.

LEFTOVER FOOD

No food used in the Child Nutrition Program, not even leftover food, is to be carried away from the campus/district property by any person, including Child Nutrition employees. Food may not be sold, given away or traded, except as a part of the child nutrition services program. Failure to comply with this policy will result in immediate termination. To the extent possible, quality leftover food which is maintained at proper temperatures should be re-served as soon as possible. Leftover food designated by the supervisor maybe donated to needy community organizations following USDA guidance.

USE OF KITCHEN/CARNIVALS

Special preparation, i.e. carnivals, faculty parties, etc., must take place outside of the work day, following these procedures:

1. The Child Nutrition Services Manager should be notified at least one week prior to the use of the kitchen, to schedule an employee to work. If food and/or supplies are to be ordered through the Child Nutrition Services Department, please allow 2-3 weeks notice.

2. A Child Nutrition Services employee must be employed (and paid time + half) any time the kitchen is opened after the work-day of the Child Nutrition Services staff. Time worked must be paid through MISD payroll and the organization invoiced by the CNS Department, following established facility-use guidelines. The CNS Supervisor and Manager will determine if more than one paid employee will be necessary, based on the duties and volume of the work to be performed. Volunteers from the organization are welcome (and encouraged!) to work, under the supervision of the Child Nutrition Services employee.

3. The kitchens do not have storage capacity to store refrigerated or frozen foods used for carnivals or large meals, in addition to foods used in the Child Nutrition Programs. Dry good storage is available, assuming a Child Nutrition Services employee is hired to work at the event and is willing to assume responsibility for monitoring the safety and sanitation of the products.

In an effort to maintain the highest level of sanitation possible, during the school day, no one is allowed in the kitchen during preparation and serving times except certified food handlers. Please request all staff and students to remain on the patron side of the serving line to request food, beverages and/or ice.

KITCHEN KEYS/ALARM CODES

In an effort to maintain optimum security of the campus staff, only the Child Nutrition Services Manager and one designated employee will be provided the alarm code. The Manager will be responsible for all kitchen keys and will have the only key to the office/pantry. The principal may request a key to the kitchen and a work-order will be submitted for a duplicate key, however, only one kitchen key will be provided to the school principal and it may not be designated to any other person. The principal's key should be returned to the CNS office if the principal is assigned to a different campus or leaves the school district. Security personnel and the maintenance supervisors also have access to kitchen keys and alarm codes, in the event of emergencies. This includes additional security measures and cards issued by the district. Loss of keys includes a $50 replacement fee in addition to a written warning with possible reassignment.

CHILD NUTRITION SERVICES WAREHOUSE TRANSFERS

The following is the procedure for purchasing stock (i.e. coffee cups) from the CNS warehouse:

1. Contact the CNS office to request a warehouse transfer and obtain the transfer number.

2. Provide information as to whether payment will be made via a "budget fund transfer" or an "activity fund check".

3. If payment will be made by activity fund check, the transfer number should be recorded in the "memo" section of the check.

4. Merchandise will be delivered to the school by the MISD warehouse operation.

5. Upon receipt of goods, the transfer form should be signed. Remit the signed original copy (white) to the Business Office with the activity fund check. (If a budget fund transfer is requested, it will be noted on the transfer form. No purchase order is needed).

USDA COMMODITIES

USDA donated commodities are provided to schools based on the number of reimbursable lunches served to students. Therefore commodities should be used primarily for food items prepared for use in school meals.

Commodities may also be used in a la carte items and other meal operations provided by the Child Nutrition Services operation.

SPECIAL DIETS

Any student requesting a special diet from CNS must have a written diet order from the student's physician. These forms are available on the CNS web page. This order will be written on MISD Authorization for Special Diet form. It should include the diagnosis or disability and the food or foods to be omitted from the child's diet. A special diet does not necessarily require a 504 Committee Hearing. However, principals are encouraged to include the CNS Administrative staff and the school's CNS Manager if the 504 meeting is appropriate.

CATERING

The CNS Department is available to cater school district-sponsored events and meals. Contact the CNS Catering Supervisor for menus and price quotes.

Posters and promotions will be placed in the cafeteria service areas to promote good choices and nutritious foods by the students.

DENYING MEALS AS A DISCIPLINARY ACTION

Students may not be denied meals or selections of foods for the purpose of disciplinary actions (whether eligible for free, reduced-price or full-price benefits). Students in ISS or AEP may be scheduled at an alternate time to pick up their meal from the cafeteria line. Meals will not be delivered to ISS or AEP by the cafeteria staff and teachers should not be picking up meals for students.

Civil Rights
The District will follow current USDA regulations as they pertain to meal service including separation by gender. The CNS office will provide Civil Rights information to campus principals for viewing or distribution to the staff. All teachers participating in breakfast in the classroom must view or read the Civil Rights information at the beginning of each school year and this must be documented for TDA/USDA.

FINANCIAL INFORMATION

MEAL SALES

The Child Nutrition Services Manager will have the responsibility of accounting for meals sold. Meal sales will, at all times, conform to policies and procedures approved by the Texas Department of Agriculture, which are designed to protect the anonymity of free and reduced-price meal recipients.

A computerized Meal Accountability System is used in all schools. Each student is assigned a personal account number which is used to deposit money into student meal accounts to purchase meals and a la carte items at the computerized cash registers. Deposits or pre-payments for multiple meals may be made in any amount and are encouraged in order to provide convenience for parents, students and teachers. Deposits may also be made via credit card payment using the electronic service provider on the MISD website.

The Texas Department of Agriculture requires a daily "on-line" count of meals served. This means that each child must present his own meal account number at the time of meal "purchase".

SALES IN SECONDARY SCHOOLS

Secondary students may deposit meal account funds before school, via on-line computer, or during the lunch period.

SALES IN ELEMENTARY SCHOOLS

Students may pay for meals during the first period class as the teacher collects the daily lunch count or via computer on the Payment Account Management System. The teacher will use the Child Nutrition Services breakfast count list to list the names of students and the amount of money deposited by each child. The teacher will then submit these to the Child Nutrition Services Manager before 9:00 am.

A LA CARTE SALES

Elementary students may only purchase a la carte items if they have also purchased a meal or have a lunch from home. Students may only purchase one a la carte snack item per meal. Snacks may not be purchased if the account balance is negative.

Secondary students must have purchased an entrée or have a lunch from home prior to purchasing a la carte items.

MEAL ACCOUNT WITHDRAWALS

The amount of unused prepaid meals will be refunded to the parent upon request.

CNS BANK BAG PROCEDURE

A. The CNS manager will deliver the daily sealed bank bag to the school office. Someone in the school office (designated by the principal) will sign for the bag. CNS employees are not authorized to remove any monies from the campus.
NOTE: The CNS manager does not assign responsibility for the bag by signing it in to the office. The school office accepts the responsibility for the bag when one of the office personnel signs for it. See (Item C) below for the description of the sign-in log.

B. The school principal accepts the responsibility for all bags under the control of the school office. The principal will ensure that the bags are secure until relieved of this responsibility by the MISD designated service or someone else authorized to sign for the bags. If any bag is to be taken from the custody of the school office, the office personnel must secure the signature of the person taking the bag. Otherwise, the responsibility for the bag still rests with the school office. **LATE DEPOSITS**: In the event the bank bag is brought to the school office after the MISD designated service has departed. The bank bag must be secured in the office overnight and submitted to the service the following business day. If the service is not scheduled (due to holidays or summer break), the deposit should be taken to the bank or to the MISD Assistant Director of Finance in the MISD Business Office.

C. Managers must enter the bank bag number on the service sign-off sheet, when leaving the bank bag in the school office. The school secretary also signs for receipt of the deposit from the manager. The book is kept by the person giving the bag as proof of relief of the responsibility for the bag. The receipt should include the following information:
1. Bag number
2. Date/Time
3. Signature of person receiving the bag

NOTE: Under no circumstances should the receiver of the bag know the contents of the bag.

The basic concepts of the chain of custody are:

The person signing for the bag is assuming responsibility for the safeguarding of the bag until passed to someone else. Staff must follow the procedure and maintain the chain of custody for the bag.Alternate

procedures are to be put in place for summer CNS deposits by the CNS Finance Supervisor .

ELEMENTARY STUDENT MEAL CHARGES

When a student has insufficient funds to purchase a meal or milk, his account can be debited or "charged" at the cash register for the approximate value of up to 5 lunches. Accounts will not be debited for a la carte purchases by students. Students with no funds after the grace period will be offered a cheese sandwich and a juice at no charge.

Charge limits can be increased at the request of the campus principal to the Child Nutrition Services Director, provided the principal has a source to pay for the additional charges. Also, the principal may designate an alternative to additional charges in the form of allowing the student to receive an alternate meal. Student charge limits cannot be reduced for individual campuses.

Charge Notices will be printed by the CNS Manager and taken to the teachers for distribution to students with negative account balances. Additionally, Low Balance Notices will be printed by the CNS Manager and taken to the teachers for distribution to students who have been identified as having low account balances. The principal is asked to designate charge procedures for the campus prior to each school year.

When students withdraw from school, they should be sent to the Child Nutrition Services Manager to verify the balance in their meal account and to pay outstanding charges or to request a refund if their account has a positive balance.

Principals will be responsible for contacting parents for the collection of outstanding charges and where funds are not provided by students or parents, make provision for the student and protect the fund balance. No student will be denied access to a meal, but may be provided a courtesy meal.

Repayment of charges should follow the same procedure used to deposit money into accounts. In elementary schools, the teacher collects money in the morning. In secondary schools, the students can deposit money in the cafeteria before school begins or when purchasing a meal. Repayment can also be made via computer, on-line.

Year-end/unpaid charges must be paid to the Child Nutrition Services Manager from campus Activity Funds, when the established limit has been exceeded or if a student withdraws.

SECONDARY CHARGE PROCEDURE

The following procedure will be followed in the event a secondary student does not have sufficient funds to purchase a meal:

When a student has insufficient funds to purchase a meal or milk, his account can be debited or "charged" at the cash register for the approximate value of one lunch. Accounts will not be debited for a la carte purchases by students. Students with no funds after the grace period will be offered a cheese sandwich and a juice at no charge.

1. The student will be referred to the administrator on duty in the cafeteria;

2. If the student received a "courtesy meal", the Child Nutrition Services Manager will record the meal in the computerized meal accountability system

3. The Child Nutrition Services Manager will notify the principal at any time a single student has multiple, unreimbursed "courtesy meals"

The intent is to not deny access to meals, yet hold students accountable for being responsible for themselves. This method of notifying the administrator on duty will also alert campus administrators when a student may need specific attention in order to accommodate his situation.

NUTRITION INFORMATION

NUTRITION STATEMENT

MISD recognizes that well-nourished students perform better academically and exhibit less absenteeism than poorly nourished students. Accordingly, it is critical that students be educated in healthful nutrition habits that will have a positive and long-term impact on the quality of their health. The school district is committed to promoting this outcome utilizing the following suggestions:

1. The Child Nutrition Services Department will ensure that nutritious food choices are offered which promote the development of sound eating habits and the reduction of fat, sugar and sodium in the diet, in keeping with the

Dietary Guidelines for Americans and current USDA dietary recommendations

2. Students may bring sack lunches from home or purchase meals in the cafeteria. Elementary students should not bring soft drinks into the cafeteria. Parents may not bring meals for students other than their own.

STATE NUTRITION POLICY

New State and Federal Nutrition Guidelines have been issued by the Texas Department of Agriculture to districts and became effective July 1, 2014. Please note definitions to help understand the new guidelines. The complete guidelines may be accessed at the TDA website: www.squaremeals.org

COMPETITIVE FOODS DEFINITION

Foods and beverages sold or made available to students that compete with the school's operation of the National School Lunch Program, School Breakfast Program and/or After School Snack Program. This definition includes, but is not limited to, food and beverages sold or provided in vending machines, in school stores or as part of school fundraisers. School fundraisers include food sold by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, or any other person, company, or organization. This policy does not restrict what parents may provide for their own child's lunch or snacks, however they may not provide food items to other children at school meals.

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV) DEFINITION

- **Soda Water**- any carbonated beverage
- **Water Ices**- any frozen sweetened water such as ".....sicles" and flavored ice with the exception of products that contain fruit or fruit juice.
- **Chewing Gum**
- **All Candies**

Wellness

The District shall promote the general wellness of all students through nutrition education, physical activity, and other school-based activities and shall follow nutrition guidelines that advance student health and reduce childhood obesity.

The District shall develop nutrition guidelines and wellness goals in consultation with the local school health advisory council and with involvement from representatives of the student body, school food service, school administration, the Board, parents, and the public.

The District shall implement a coordinated health program with a nutrition education componenet and shall use health course curriculum that emphasizes the importance of good nutrition.

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to express a consistent wellness message through other school-based activities:

1. **Sufficient time shall be allowed for students to eat meals in facilities that are clean, safe, and comfortable.**
2. **Wellness for students and their families shall be promoted at suitable activities.**
3. **Employee wellness education and involvement shall be promoted at suitable school activities.**

Nutrition Guidelines

The District shall ensure that nutrition guidelines for reimbursable school meals shall meet the federal regulations and guidance and that all foods available on each campus are in accordance with: All food sold in schools must meet the standards set forth by the United States Department of Agriculture. The District shall follow the Texas Department of Agriculture Administrative Code regulations that would continue restrictions related to deep fat frying. In addition, the District shall implement the following:

1. **During the school day diet soda products or sugar free chewing gum may not be sold.**
2. **School fundraising activities on campus during the school day will not involve the sale of food and/or beverages.**
3. **Schools should discourage students from sharing their food and/or beverages with one another during meal or snack times, given concerns about allergies and other dietary issues.**
4. **Elementary classrooms may serve one nutritious snack per day in the morning or afternoon(not during regular meal time for that class) under the teacher's guidance. Prepackaged snacks must comply with the Smart Snacks in Schools Standards and must be single-size servings. However, this does not apply to snacks students bring from home solely for their own consumption.**
5. **Elementary classroom parties must be after the classes' lunch period unless the lunch meal is provided by the food and nutrition department.**

Implementation and monitoring shall be conducted by CNS Supervisory staff and the Campus Administrative staff as outlined in the Community Engagement Tool.

EXCEPTIONS

1. School Nurses are allowed to use FMNV or candy when providing health care to individual students throughout the school year. If Individualized Education Programs (IEP's) indicate the use of FMNV or candy it is also allowable.

2. Parent-provided foods: The Nutrition Policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide FMNV or candy items for their own child's consumption, but they may not provide restricted items to other children at school. A school may adopt a more restrictive rule, however as local policy. In Midland, elementary students are asked to not bring carbonated drinks into the school cafeteria.

3. For instructional purposes, teachers may use foods as long as the food items are not considered FMNV or candy. Students may consume food prepared in class for instructional purposes. However, this should be on an occasional basis and food may not be provided or sold to other students or classes.

COMPLIANCE AND PENALTIES

Compliance will be strictly enforced by the Texas Department of Agriculture. Penalties for violations include:

- Meal reimbursement of up to four weeks may be disallowed if violation is noted
- School is required to reimburse Child Nutrition Dept account for lost reimbursement
- Documented corrective action plan will be required.

FOOD SAFETY

USDA Security Guidelines promote precautions be taken related to food safety and bioterrorism. For this reason, it recommended that foods prepared and brought from home should be discouraged to reduce the risk of foodborne illness and/or contamination. Prepackaged foods would be a better choice for the holidays and nutritious snacks.

NON-FOOD FUND RAISING

The Texas Department of Agriculture website lists a number of ideas to provide some choices that are better options for classroom events or activities as well as answers to frequently asked questions. Materials for non-food fund-raising and materials on are available at: www.squaremeals.org

Contact the Child Nutrition Services Department for further clarification as needed.

MEAL COUNT/COLLECTION AND APPLICATION PROCEDURES

FREE AND REDUCED-PRICE FOOD PROGRAM POLICY

The school district follows policies of the School Lunch and Child Nutrition Programs of the Texas Department of Agriculture with regard to the approval, verification and service of free and reduced-price meals. Procedures approved by the Texas Department of Agriculture for meal account collection are followed to protect the anonymity of free and reduced-price eligible students. At all times, when paying and in the serving line, the anonymity of free and reduced-price meal recipients is protected.

Meal count and collection procedures for all schools have been approved by the Texas Department of Agriculture. Individual students use assigned meal account numbers as a means of accountability. Each student is responsible for presenting his/her meal account number at the cash register at the time a meal is received. Full and reduced-price meal payments can be made by students or parents in advance in a designated area away from the cafeteria serving line on a daily, weekly, or monthly basis. Students receiving free meal benefits appear to be prepaying for meals (charging may or may not be allowed). The ability for students and/or parents to prepay (or charge) is routinely advertised in the letter to parents (Notice/Letter to Households) sent home with the application at the beginning of each school year and in a newspaper and other publications.

BREAKFAST EXPRESS MEAL COUNT/COLLECTION POLICY

Campuses which serve breakfast in class (Breakfast Express) follow an approved meal count and collection policy. The teacher determines that the meal selected by each student is reimbursable (3 components must be selected by the student) and checks the student name off a coded roster as the students are served. The roster is then returned to the CNS manager

following breakfast and the data is input into the computerized meal account system. The meal count is taken from the roster by category (free, reduced-price and full paid meal) and keyed into the computer by the manager. All breakfasts are complimentary and no money is exchanged during breakfast.

INFORMATION REGARDING PROCESSING MEAL APPLICATIONS

DISTRIBUTION

The Child Nutrition Services Department provides applications to all households of students. USDA requires that when students that are "new" to the district enroll, they must be given an application for free/reduced-price meals. This does not apply to students that are changing schools within the district.

The application allows for all children in a household to be listed on one application, regardless of which schools the children are attending. If a family has more students than space provided for them on the form, a second application can be completed and attached to the first application so that it can be submitted as a single household. Please note on the applications that they are for one household. If a campus needs additional applications, please contact the Child Nutrition Services Finance Supervisor at 689-1529 before the supply of applications is completely depleted. If a family has more than one child in the district, they only need to complete one application. The applications cannot be copied for parents to complete, as there are specific items required that copiers can distort which will make it impossible for the computer to scan the application.

COLLECTION

All completed applications, shall be returned directly to the Child Nutrition Services Office. Applications can also be accepted at the campus. When receiving applications at the campus, office personnel are requested to check applications for completeness, including the signature, then forward them to the Child Nutrition Services Office via the school district "pony mail" each day. The signature is the only component of "missing information" that we cannot correct over the phone.

CNS staff will collect from individual schools upon request from the principal. Call the CNS office to request a pick up of 50 or more free/reduced lunch forms. This will provide the quickest service to MISD students.

IMMEDIATE NEEDS

Applications CANNOT be faxed! When the family of a "new" student completes a new application, please get all of these applications received to your cafeteria manager before 1:00 pm and the Child Nutrition Services can pick those up and deliver them to the CNS offices to be processed as soon as possible. The campus which enrolls the youngest student of a new family should submit the completed meal application. This will avoid duplicate applications from the same family. If a student is transferring from another campus in MISD, the eligibility will follow. Families can also come to the Child Nutrition Offices to complete an application or complete an application on the MISD CNS web page.

TRANSFERS AND WITHDRAWALS

When a student receiving benefits transfers from one school to another within MISD, the benefit status will transfer to the new campus. Any eligibility a student had at another school district may transfer to MISD. A new application may be needed and must be processed and eligibility determined from the information provided at that time.

DISCLOSURE OF ELIGIBILITY

USDA regulations are very strict concerning who can be informed of student eligibility and for what purposes. There are a few programs (state testing for example) that are allowed to receive the information but there are many that may not. Some examples of situations that may not access eligibility information are for uniforms, glasses and text books. The school district has designated the Computer Services Dept. as the Official Record Keeper of student files and any requests for student's eligibility should be submitted to that department with sufficient time so that the request can be reviewed to meet regulations and return the information to the campus.

APPROVED – August 2015

CNS NUTRITION REGULATIONS
CO (REGULATION-EXHIBIT)

The basis of these regulations and corresponding MISD Board Health and Wellness policy is to promote a healthy school environment for all students.

CLASSROOM TREATS

It is recommended that teachers use nonfood incentives such as stickers, pencils, erasers, and other small trinkets or toys as rewards.

If teachers are teaching a social studies or cultural unit, it is permissible to offer foods related to the lesson (not candy or sweets or soda) as long as it is planned in the lesson plan and approved by the principal.

Other food treats should be offered no more than once per six weeks. For example, a principal could give attendance awards using a roll of "smarties" candles with a certificate that says, "Be A Smartie, Be at School Every day!"

Classroom birthday celebrations with baked goods are allowed at the end of the day or after a nutritious lunch.

Four campus wide classroom celebrations per year maybe designated by the principal and or campus committee.

Suggested snacks for younger students who have a long time between meals includes 1 serving from the items listed below:

Plain popcorn, yogurt or gogurt, animal crackers, cheese crackers, fresh fruit, dried fruit, granola, dry low sugar or unsweetened cereals, milk, cheese, and graham crackers. Consider sodium, fat, and sugar of items offered to students.

Field trips off school property are exempt from these regulations.

OUTSIDE MEALS

All outside foods brought to school by parents, must be for their child/student only. Parents should not bring in outside foods for other students, ONLY their own student.

PIZZA PARTIES

Pizza parties for small groups are allowable no more than *once per six weeks* and should not be served in the dining area of any school. CNS can provide pizza parties with two weeks notice, the same as a sack lunch for a field trip. This requires prior principal approval, if using activity funds.

FUND RAISERS

All food fund raisers are to go through the Director of Student Services. Anything to be sold at school during school hours must be smart snack compliant (through the nutrient calculator on the web page) and must NOT compete with school meals. Food items meant to be prepared and consumed at home are allowable, such as cookie dough. Student Services is NOT responsible for using the nutrient calculator, the organizational sponsor is held accountable for this task.

Up to four days per year per campus are allowed to be selected by the principal or campus committee and communicated to the CNS Director by September 30 of each year. These four days are for the entire school, not grade levels. Foods or beverages sold during these four days cannot be sold in competition with school meals or in the food service area during the school meal service.

APPROVED – AUGUST 2017