
ADMINISTRATIVE REGULATIONS**AUX-9****SECTION: Auxiliary Services****SUBJECT: Cafeteria Operations – Alternative Education****07-01-24**

Alternative Education School Procedures

A breakfast and lunch is offered to each student that is sent to the Alternative Education School.

The secretary or campus designee provides each student requesting a breakfast and lunch menu form (AUX-9F) to select their choices of milk, entree, vegetable and fruit.

The Alternative Education School secretary or campus designee emails the High School cafeteria manager to place the student orders. The High School Child Nutrition personnel prepares the breakfasts/lunches as ordered, and labels each breakfast/lunch with the student's name.

The secretary or campus designee for the Alternative Education School collects the money for each meal and takes it to the High School to pay for the meals or the student can use money on his or her account to pay for their meal.

The AES secretary or campus designee goes to the High School cafeteria to pick up the breakfasts/lunches and pays the cashier for the appropriate meals. The breakfasts/lunches are transported to the Alternative Education School and stored in a refrigerator until the students' mealtime.

The students sign the previously completed menu form when they receive their breakfast/lunch, verifying they have received the correct meal. The AES secretary or campus designee emails the signed menu forms to the High School Child Nutrition manager and delivers original form the next day. The signed and dated menu forms are kept on file with the High School Child Nutrition manager to document the production and count of breakfasts/lunches prepared for the Alternative Education School students. The High School cashier enters the student's ID number for each meal.

BREAKFAST MENU
Alternative Education School
Nederland Independent School District

Name: _____ Date: _____

School: _____

MENU OPTIONS

Directions: You may choose 1 entree, 1 milk, 1 juice and/or 1 fruit.
You must select a juice or fruit.

Mark by circling your choice.

Entree: Banana Bread

Pop Tart: Cinnamon
 Strawberry
 Blueberry

Milk: White
 Chocolate

Fruit: Fruit (canned or fresh)

Juice: Orange
 Apple

Sign below when you receive your meal.

Received by: _____

Safe Food Handling

- Wash hands thoroughly before handling food items
- Keep food wrapped/covered until consumed
- Cold food items must be kept at 41 degrees F or below
- Hot food items must be kept at 140 degrees F or above
- Foods not held at the above temperatures must be discarded if not consumed within two hours

LUNCH MENU
Alternative Education School
Nederland Independent School District

Name: _____ Date: _____

School: _____

Directions: Circle your menu selection and return to staff. You must select a vegetable or fruit.

Sandwich or Wrap (Choose 1)

Monday: Turkey & Cheese Sandwich or PBJ Uncrustable

Tuesday: Turkey & Cheese Sandwich or PBJ Uncrustable

Wednesday: Turkey & Cheese Sandwich or PBJ Uncrustable

Thursday: Turkey & Cheese Sandwich or PBJ Uncrustable

Friday: Turkey & Cheese Sandwich or PBJ Uncrustable

Vegetables (Choose up to 2), Fruit (Choose up to 2)

Monday Vegetables: Cucumber Slices, Cherry Tomatoes **Fruit:** Fresh Fruit, Canned Fruit

Tuesday Vegetables: Bean Dip, Carrots **Fruit:** Fresh Fruit, Canned Fruit

Wednesday Vegetables: Celery Sticks, Carrots **Fruit:** Fresh Fruit, Canned Fruit

Thursday Vegetables: Corn Salsa, Cucumbers, Salsa **Fruit:** Fresh Fruit, Canned Fruit

Friday Vegetables: Broccoli, Carrots **Fruit:** Fresh Fruit, Canned Fruit

Daily Milk (Choose 1)

White
Chocolate

Sign below when you receive your meal.

Received by: _____

Safe Food Handling

- Wash hands thoroughly before handling food items.
- Keep food wrapped/covered until consumed.
- Cold food items must be kept at 41 degrees F or below.
- Hot food items must be kept at 140 degrees F or above.
- Foods not held at the above temperatures must be discarded if not consumed within two hours.

AUX-9F

Revised 7/1/24