

# MORRISVILLE BOROUGH SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: FEBRUARY 25, 2016

REVISED:

## 246-AR-5. SCHOOL BASED ACTIVITIES

Goals established by the Board in the Student Wellness Policy will be implemented in action plans for school based activities.

Administrators, teachers, food service personnel, students, parents/guardians, and community members will cooperate to develop district programs, communications and outreach efforts.

District schools will implement action plans and/or programs that promote school based activities to support student wellness initiatives.

### Cafeteria/Meal Environment

In district cafeterias, each student will have a seat and room to eat during meal periods. Any overcrowding will be reported to the building principal.

Cafeteria rules for students will be prominently posted in the cafeteria. Cafeteria tables will be cleaned by district staff with appropriate cleaners that also remove allergens between each meal period in order to avoid cross-contamination.

Cafeterias and kitchens will be maintained in an orderly, organized, clean, and safe manner. Cafeterias will be inspected for cleanliness on a weekly basis by the head cook or food service supervisor.

Cafeterias will be monitored by assigned district staff throughout student meal times.

Students will be provided at least ten (10) minutes sit down time for breakfast and twenty (20) minutes sit down time for lunch. Service lines will be short enough in waiting time to allow students adequate time to eat. This may be accomplished by offering more service lines to students or by staggering lunch schedules to decrease waiting time.

Meal periods will be scheduled during the times of

<u>Grade</u>	<u>Lunch Time</u>	<u>Grade</u>	<u>Lunch Time</u>
1 <sup>st</sup>	11:40 ó 12:05	6 <sup>th</sup>	10:18 ó 11:06
2 <sup>nd</sup>	12:20 ó 12:45	7 <sup>th</sup>	11:09 ó 11:57
3 <sup>rd</sup>	11:45 - 12:10	8 <sup>th</sup>	11:09 ó 11:57
4 <sup>th</sup>	12:45 - 1:10	9 <sup>th</sup> -10 <sup>th</sup>	12:00 ó 12:48
5 <sup>th</sup>	10:40 ó 11:05	11 <sup>th</sup> -12 <sup>th</sup>	12:51 - 1:39

Each cafeteria will have drinking fountains or nearby access to free drinkable water for students' use during meals.

District staff will provide students with the opportunity to wash their hands or use hand wipes prior to and after meals and snacks, and will require it where it is part of a student's medical plan of care.

#### Staff Development/Guidelines

The district will employ only qualified nutrition professionals to administer the school meals program.

Only food service staff and supervisors are permitted in the kitchens and food service preparation areas of the schools.

The district will provide ongoing professional development opportunities and training for district staff that address strategies for promoting healthy eating behavior; food safety; maintaining safe, orderly and pleasant eating environments; management of students with food allergies and other special dietary needs; and other topics directly related to employees' duties. Documented training will be provided through the use of videos, demonstrations, trainings, inservices and conferences. Training on managing food allergies in schools is available on the Pennsylvania Department of Education, Division of Food and Nutrition webpage:

[http://www.portal.state.pa.us/portal/server.pt/community/national\\_school\\_lunch/7487/special\\_dietary\\_needs\\_in\\_school\\_nutrition\\_programs-resources/509222](http://www.portal.state.pa.us/portal/server.pt/community/national_school_lunch/7487/special_dietary_needs_in_school_nutrition_programs-resources/509222)

All district staff will receive information and training on the regulations and plans developed to implement the Student Wellness Policy. Training will be done annually to serve as a reminder and inform new faculty.

#### Nutrition Content/Menus

Monthly menus may be sent home with students, posted in school buildings, and made available on the district's website, and will include healthy tips and information related to promoting positive dietary and lifestyle practices.

The district will provide the nutrition content of school meals at designated areas in the cafeteria and on the district website.

District staff may involve students and parents/guardians in menu selections through various means, including:

1. Surveys.
2. Contests.
3. Cooperation with home economics classes.
4. Meetings.

5. District website.

Active student representation in the form of a student committee for menu input may also be utilized to determine student interest.

#### Funding And Programs

Staff members responsible for student wellness programs are responsible for researching and applying for funding, grants and scholarships available from federal and state agencies and private and community organizations.

#### Rewards/Celebrations/School Events

District schools will not use foods or beverages, especially those that do not meet established nutrition standards, as rewards for academic performance or good behavior, and will not withhold food or beverages, including food served through school meals, as punishment.

District schools will discourage distribution of foods or beverages that do not meet established nutrition standards during celebrations, and will instead promote good choices by sending home a list of healthy alternatives to parents/guardians.

District schools will inform parents/guardians through newsletters or other means that treats should only be brought in when requested for scheduled parties.

When possible, foods for parties and celebrations will be provided by school food service to help prevent food safety and allergy concerns.

District schools will be encouraged to have scheduled parties and celebrations no more than once per month, after the lunch period or at the end of the day, when possible.

Parents/Guardians who bring in treats on an unscheduled party day will be informed of the school's rules regarding parties for future reference.

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, will offer healthy alternatives in addition to more traditional fare.