

BRAZOS ISD STANDARD OPERATING PROCEDURE SPECIAL NEEDS STUDENTS IN SERVING LINE

PURPOSE: To insure that students with special needs do not disrupt the serving line or touch other student's trays or food. This is a health hazard.

SCOPE: This procedure applies to all teachers, aides or anyone who is looking after the students.

KEY WORDS: serving line, special needs, disrupt

INSTRUCTIONS:

1. When a student is not able to pass through the serving line appropriately, assistance (i.e. teachers, aides) will be provided.
2. The student is to input his or her own breakfast/lunch code into the point of sale (POS) system, as to stay compliant with the National School Lunch Program (NSLP). **OR**
3. If the student is unable to put their own code into the POS system, the teacher or the aide may assist them.
4. Once the student is finished going through the serving line, and is seated at the table with the other students, the teacher or the aide may return to duties as assigned.

MONITORING: The teacher or aide and the food service director and cafeteria staff will ensure that the proper procedures are being followed.

CORRECTIVE ACTION: Failure to follow these procedures may result in corrective action.

VERIFICATION AND RECORD KEEPING: Food service employees will monitor and adhere to this procedure.

DATE IMPEMENTED _____ BY _____

DATE REVIEWED _____ BY _____

DATE REVISED _____ BY _____