

BRAZOS ISD STANDARD OPERATING PROCEDURE IN-SCHOOL SUSPENSION (ISS) STUDENTS EATING BREAKFAST/LUNCH

PURPOSE: To ensure that children who are assigned ISS will receive breakfast/lunch without disrupting other children and we follow guidelines set forth by the National School Lunch Program (NSLP) and continue to count reimbursable meals correctly.

SCOPE: This procedure applies to ISS monitors, cafeteria staff, and food service director.

KEY WORDS: ISS, NSLP, reimbursable meals, lunch, monitors

INSTRUCTIONS:

1. The ISS monitor escorts children to the serving line at a time before or after a breakfast / lunch period has been served to other students and they do not disrupt breakfast/lunch.
2. Students must have a choice of milk.
3. Students must input their own code into the Point of Sale (POS) system. No one else should be inputting the child's code.
4. To go plates may be used, as they will be escorted back to the ISS room to eat, therefore it will not be necessary to return to the cafeteria.

MONITORING: Food nutrition director and cafeteria staff will ensure that the proper procedures are being completed.

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

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

DATE IMPLEMENTED _____ BY: _____

DATE REVIEWED _____ BY: _____

DATE REVISED _____ BY: _____

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 _____

BRAZOS ISD STANDARD OPERATING PROCEDURE TEACHER'S BREAKFAST/LUNCHES

PURPOSE: That all teacher/staff who are purchasing a breakfast/lunch, or breakfast/lunch item, will enter the serving line and in-put their code into the point of sale (POS) system.

SCOPE: This procedure applies to all teacher/staff in the district.

KEYWORDS: Staff, teacher lunch, POS system.

INSTRUCTIONS:

1. Any teacher/staff who wants to purchase breakfast/lunch or a breakfast/lunch item must go through the serving line and input his or her own code into the POS system. After the teacher/staff leaves the serving line, they may take the meal to the teacher lounge or their room.
2. Students are not allowed to pick up a teacher's/staff's meal from the serving line.

MONITORING: Food service director and cafeteria staff will ensure that proper procedures are being completed.

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

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

DATE IMPLEMENTED _____ **BY** _____

DATE REVIEWED _____ **BY** _____

DATE REVISED _____ **BY** _____

SACK LUNCH/MILK STAYS AT A SAFE TEMPERATURE ON FIELD TRIPS STANDARD OPERATING PROCEDURE

PURPOSE: To ensure that milk and food stay at a safe temperature while students and faculty are on a field trip.

SCOPE: This procedure applies to all Brazos ISD sites, all teacher, anyone chaperoning a field trip and cafeteria staff.

KEY WORDS: Field trips, temperature, milk, food, safe

INSTRUCTIONS:

1. Make sure that a cooler is available for the field trip.
2. Have each child pick up their prepared sack lunch and milk from the cafeteria.
3. When students are given the option of milk, but do not want to take it, that is allowable.
4. Teachers do not have the authority to delegate whether a student will or will not take a milk.
5. If a student decides he wants a milk, and to ensure that the milk stays within the safe temperature zone (HACCP regulations) the district must provide a way for that milk to stay cool.

MONITORING: Food Nutrition Director and cafeteria staff will ensure that the proper procedures are being completed.

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

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____