

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 21, 2017

REVISED:

246-AR-5. SCHOOL BASED ACTIVITIES

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

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 or sanitize their hands 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 personnel 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. Training will be provided through the use of videos, demonstrations, webinars, inservice opportunities and conferences, and participation will be documented.

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

Nutrition Content/Menu

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. Taste-testing.
3. Contests.
4. Cooperation with home economics classes.
5. Meetings.
6. 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 and Incentives/Classroom Parties and Celebrations/Shared Classroom Snacks

[NOTE: Please insert appropriate language here based on local district practice, consistent with the goals established in the School Wellness policy.]