Step By Step Breakfast in the Classroom

Why it Works:
Breakfast is available to everyone-no matter their income level-and it's served after the bell. This makes it easier for all children to participate. It is a great way to reach students who have not eaten before school.

Food service Preparation:
· Food bins are packed on a daily basis.
· Each classroom receives 2 bins with breakfast items.
· Meals are delivered to the classrooms.
· Per the USDA, the Breakfast sign must be hung where students are served.

Meals are served:
· Four items will be sent each day.
· Students **must** select a fruit, juice or vegetable and 2 other items. They are encouraged to take all four. Students **may not** just take one item such as a juice or milk.

Meals are counted:
· Student’s take their items while the teacher makes sure the meal components are complete. An easy method of service is to have the students get in a line, take their breakfast and walk past the teacher.
· The teacher may then check off the student’s name as having breakfast. At this time, you will also check off their lunch preference on the same sheet provided by the food service department. The food service form MUST be used. (Suggestion- have your attendance sheet handy and check that off as they walk by.)
· Per ADE, only teachers can check off the students as they take their breakfast.
· After breakfast, the roster is placed in the bin to be returned to the cafeteria. A roster must be returned to the cafeteria each morning.

Clean Up:
· All uneaten food items need to be placed back in the bin. Teachers may not keep leftovers in their classroom. **Students may keep an item for snack later in the day.**
· Students dispose of their trash. Liquid should not be poured in the trash can.
· Bins are either taken to the cafeteria or picked up by food service.
Civil Rights Laws in Food Service
BIC Teacher Training
*Please read this thoroughly- it serves as your Civil Right Training*

Civil Rights Mission
Civil Rights Division’s mission is to ensure compliance with applicable laws, regulations, and policies for Food and Nutrition Services (FNS) customers and employees regardless of race, color, national origin, gender, religion, age, disability, sexual orientation, marital or family status, political beliefs, parental status, protected genetic information, or because all or part of an individual's income is derived from any public assistance program.

What is Discrimination?
Discrimination is defined as different treatment which makes a distinction of one person or a group of persons from others; intentionally, by neglect, or by the actions or lack of actions based on six protected classes: race, color, national origin, sex, age, or disability.

Public Notification
Prominently display the “And Justice for All” poster in the cafeteria and the front office at each school.

Reasonable Accommodations:
Accommodations must be made for students with mental or physical disabilities. If a student is unable to get their own breakfast, find a way to serve them with delaying or preventing the other students from getting their breakfast within a reasonable time.

Possible Classroom Scenarios:
You have food leftover and you want out pass it out to the kids.
  · You give it to the boys because they eat more than girls. This violates Civil Rights Laws: Gender.
  · You give it to the older kids because they eat more. This violates Civil Rights Laws: Age.

To ensure all students are treated fairly and no group is being excluded or neglected, food should be offered to ALL students. Since we do not offer seconds to the entire school, leftovers are to be returned to Food Services.
Breakfast in the Classroom
And Civil Rights Training Form

By signing this form, you are acknowledging that you have read and understand the material on Breakfast in the Classroom procedures and Civil Rights Laws in Food Service.
You agree to follow the Step by Step Breakfast in the Classroom procedures to insure that AJUSD is in compliance with the USDA.

Signature:_________________________________________________

School:_____________________________________________________

Room Number:___________

Date:__________________________