



SHARYLAND
INDEPENDENT SCHOOL DISTRICT
Excellence is our Tradition

CHILD NUTRITION PROGRAM
POLICIES AND PROCEDURES

2020 - 2021

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INTRODUCTION

The Food and Nutrition Programs Division of the Texas Department of Agriculture (TDA) administers the National School Lunch, School Breakfast, Food Distribution, and Child & Adult Care Food Programs in Texas Public schools. This involves the reimbursement of federal program funds to participating school districts for meals served in schools. TDA is responsible for providing special marketing projects and procurement assistance to promote more nutritious eating habits, conducting on-site and off-site compliance monitoring, and coordinating training through the Regional Education Service Centers. The Food and Nutrition Programs Division is located in the William B. Travis Building, 1701 N. Congress Ave., Austin, Texas 78701, (512) 463-9734 and has a presence on the web at www.squaremeals.org.

The purpose of this Procedures Manual is to provide administrators and teachers with information regarding the School Breakfast, School Lunch, After School Snack, At-Risk Supper Programs, USDA Competitive Food Regulations, and the guidelines and procedures regarding the Food and Nutrition Services Department.

The Food & Nutrition Services Department appreciates the assistance of administrators and teachers in following these guidelines to ensure compliance with State and Federal requirements. Please feel free to print any of the information and forms offered in this section. This document and any necessary revisions are available on our website at the www.sharylandisd.org/-departments/child_nutrition.

We welcome all comments and suggestions. If you have questions or suggestions please contact the Child Nutrition Program at (956)584-6403.

ADMINISTRATIVE STAFF

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SCHOOL BREAKFAST PROGRAM

The School Breakfast Program (SBP) is a federally subsidized meal program administered by Texas Department of Agriculture (TDA) and operating in public schools. This program provides low cost nutritionally balanced meals to all students each school day. The program was established under the Food and Nutrition Act of 1966 to ensure all children have access to a healthy breakfast at school to promote learning readiness and healthy eating behaviors. Regulations require that all meals meet the recommendations of the *2010 Dietary Guidelines for Americans*. These meals must meet dietary specifications for calories, sodium, vitamin targets, and saturated and trans fat requirements.

ALTERNATE SERVICE METHODS

There's more than one way to serve breakfast! Schools across the nation are serving breakfast in creative ways that meet the needs of their students and community. Some alternative service methods that may work in your school:

- ***Breakfast in the Classroom***
- ***Breakfast after First Period (Mid-morning Nutrition Break)***
- ***Grab 'N' Go***
- ***Breakfast Carts***
- ***Snack Breakfast***

Sharyland ISD currently implements breakfast in the classroom at Jessie Jensen Elementary, Bentsen Elementary and O. Garza Elementary. These three schools are mandated by the state to offer universal breakfast due to their respective Free and Reduced percentages. John H. Shary Elementary, Romulo D. Martinez Elementary, Ruben Hinojosa Elementary, Lloyd & Dolly Bentsen Elementary, Harry Shimotsu Elementary, Donna Wernecke Elementary, Sharyland High School, Pioneer High School, North Jr. High School and BL Gray Jr. High School offer breakfast through traditional line service. Students are charged based on their meal eligibility status.

How Does Breakfast in the Classroom Work?

Just as the name implies, students eat breakfast in the classroom at the beginning of the day, prior to the start of the instructional day. Choices are offered daily of 2 entrees (hot and cold) to help increase student participation and are pre-ordered by teachers a day in advance to ensure appropriate meals are sent and reduce food waste. Breakfast in the classroom is delivered to the classrooms in insulated bags to ensure appropriate food temperatures are maintained by cafeteria personnel. A roster form is provided for each classroom as well as an order form for the next day. Little instructional time is lost, as breakfast only takes 10 to 15 minutes for the student to eat. Many teachers use this time to take attendance, collect homework, deliver announcements, or read to the class. Many teachers feel this is a valuable use of time and that their classes are more productive when students have a healthy breakfast. Students are responsible for clearing away their trash into trash bags provided by the cafeteria.

Insulated bags, leftover unserved food items, and trash bags are placed outside the classroom for pick up by cafeteria staff.

Why Serve Breakfast in the Classroom?

When breakfast is served in the classroom, more students eat breakfast. Breakfast in the classroom is a great way to reach students who do not have time to eat before school, or who are not able to get to school in time for breakfast. In some cases, schools do not have a space that is available or large enough to serve breakfast. Classrooms are familiar to students and offer a comfortable environment for eating. Students have less distractions from peers and are engaged in classroom interactions that are conducive to the consumption of meals. Breakfast in the classroom is convenient and can be prepared quickly with few staff.

When Does Breakfast in the Classroom Work Best?

The Breakfast in the classroom program works well in many school districts. Here are some qualities that make breakfast in the classroom successful:

- Students are in the same room at the start of each school day
- Buses arrive just before classes begin
- Teachers are supportive of breakfast and realize its importance to learning.

BREAKFAST IN THE CLASSROOM PROCEDURE

Listed below are the necessary steps to provide a nutritious breakfast in the classroom to students using proper accountability methods.

Teachers will receive daily order tickets for the week in a sheet protector that goes back and forth to the cafeteria on a daily basis. A ticket must be submitted to the cafeteria manager one day prior to the service of the meal indicating how many hot entrees, cold entrees, juices, fruit, and milk selections are needed for the next morning. Teachers will ask students food preferences based on next day menu and order accordingly. This form must be returned to cafeteria daily in ice chests to reduce food waste.

This daily order ticket will be returned to the classroom along with the breakfast the next morning verifying the order count.

The teacher will then complete the same ticket, filling out items #2-5. The completed ticket will be returned to the cafeteria manager daily, along with any leftover meals. Teachers are responsible for the accurate identification and counting and claiming of a reimbursable meal.

At the same time, a new daily order ticket requesting breakfast for the next day will be submitted. This process will be repeated daily to satisfy accountability requirements.

1. The Child Nutrition Program will provide insulated bags for the delivery of the food and beverages. Each classroom will get two boxes, one for the cold items and one for the hot items.
2. According to the count submitted, each classroom will get one full breakfast for each child. If a child refuses the milk or juice, it needs to stay in the ice chest or box to maintain the temperature and return to cafeteria immediately.
3. In order to be in compliance with state and federal regulations concerning reimbursable meals; a copy of the menu and instructions in memo form will be provided to each teacher to ensure that the components for a reimbursable breakfast are met. Each entrée will meet 2 required components. In order for a breakfast meal to be reimbursable, a student must take 3 components including ½ cup fruit. Student is allowed to take all food items offered. Two options of fruit (juice and fresh/dried fruit) will be offered daily. Since a teacher in each classroom is responsible for the counting and claiming of reimbursable meals, they are able to receive one reimbursable meal at no charge to them.
4. Child Nutrition Program employees, parent volunteers, teachers, teacher aides, and even students can assist in the delivery of boxes to the classrooms.
5. Trash will be bagged and tied, and it will be placed outside of the classroom door together with the boxes and breakfast ticket.
6. All items will be picked up by assigned personnel or volunteers and sent back to the cafeteria immediately after the service.
7. No unserved left-over food items may be left in the classroom for students that may come in tardy. This is not allowed according to the Health Department rules and regulations. The campus may allow tardy students to pick up a reimbursable breakfast in the campus office or cafeteria.

Adults & Visitors are welcome to participate in the breakfast program. The cost for an adult breakfast is \$2.75. Adults must pre-pay or pay onsite at the time of service.

SAMPLE BIC REQUEST TICKET

2019-2020
 **Sharyland ISD Child Nutrition Program**
Breakfast In the Classroom
Daily Request/Report Ticket

Date of Service: _____ Room: _____

Teacher: _____

Today's Class Attendance Count: _____

Pre-Order	COLD	HOT
Student Meals Requested:		
Teacher Meal Requested:		
TOTAL MEALS REQUESTED		

*******Complete Day of Service*******

1.	Student Meals Requested:	
2.	Student Meals Leftover:	
3.	TOTAL STUDENT MEALS SERVED:	
4.	Teacher Meal Served:	

***Request ticket **MUST** be turned in daily.

2019-2020
 **Sharyland ISD Child Nutrition Program**
Breakfast In the Classroom
Pre-K
Daily Request/Report Ticket

Date of Service: _____ Room: _____

Teacher: _____

Today's Class Attendance Count: _____

Pre-Order	Pre-K Breakfast
Student Meals Requested:	
Teacher Meal Requested:	
TOTAL MEALS REQUESTED	

*******Complete Day of Service*******

1.	Student Meals Requested:	
2.	Student Meals Leftover:	
3.	TOTAL STUDENT MEALS SERVED:	
4.	Teacher Meal Served:	

***Request ticket **MUST** be turned in daily.

SAMPLE MEMO SENT TO TEACHERS ANNUALLY

Memorandum



Sharyland ISD
CNP Department

1243 E. Business 83, Mission, Texas 78572-4652

Phone: (956) 580-5200 Ext. 1060

Fax: (956) 580-5225

Child Nutrition Program

Cynthia S. Sanchez, RDN, LD, *Director*
Kelly Flores, RDN, LD, *Assistant Director*
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Roque Pena, *CNP Supervisor Special Events*
Veronica Salinas, *CNP Specialist*
Melanie Cantu, *AP Clerk*
Ysaura Garza, *Purchasing Clerk*

Breakfast in the Classroom Procedures

K-12

1. Turn in Student Breakfast Pre- order counts every Thursday by 10:00 to the cafeteria manager's office.
2. Start serving Breakfast at 7:45
3. Read the Day's Breakfast Menu Choices to the students.
4. Have the Students who want breakfast line up. The students who do not want to eat breakfast **Do Not** have to line up and may decline to eat.
5. Have the 3 bags open for the students
6. Students must pick a minimum of 3 ITEMS and 1 ITEM must be a FRUIT or JUICE

Breakfast Menu consists of:

Hot Entrée (ex. [Morning Sausage Roll](#)) – counts for 2 items

Cold Entrée (ex. [Cereal & Graham Bear](#)) – counts for 2 items

Juice – counts for 1 item

Fresh fruit- counts for 1 item

Milk – counts for 1 items

***** One fruit and/or juice is required to be selected as part of a reimbursable meal**** No Exceptions*****

**** Students cannot take 2 juices****

7. Teacher MUST stand at the END -POS (Point of Sale) where he/she marks the roster if a student takes/declines a reimbursable meal.
A student or student helper, may NOT complete the Breakfast Roster – MUST be the teacher and not a substitute teacher.

-Place a Tiny check by the bar code for yes, cross off the bar code with a slash (/) if the student did not eat -in pencil only.

8. At 8:15 the Food Bags need to be out in the hallway for pick up with Daily Request ticket completed and student roster completed and placed back in plastic window of bag.

On Adult Requests for Breakfast:

-Not for mentor teachers or student teachers, only one teacher is allowed a breakfast at no cost.

SISD does not discriminate on basis of race, color, national origin, gender, religion, age or disability in employment or provision of services, programs or activities.



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Examples of a Reimbursable Breakfast

Morning Sausage Roll + Fruit = Reimbursable

Morning Sausage Roll + Juice = Reimbursable

Morning Sausage Roll + Fruit + Juice + Milk = Reimbursable

Morning Sausage Roll + Fruit + Milk = Reimbursable

Morning Sausage Roll + Juice + Milk = Reimbursable

Morning Sausage Roll + Milk= NOT Reimbursable

Morning Sausage Roll + Juice + Juice= NOT Reimbursable

Cereal & Graham Bear + Fruit = Reimbursable

Cereal & Graham Bear + Juice = Reimbursable

Cereal & Graham Bear + Fruit + Juice + Milk = Reimbursable

Cereal & Graham Bear + Fruit + Milk= Reimbursable

Cereal & Graham Bear + Juice + Milk= Reimbursable

Cereal & Graham Bear + Milk= NOT Reimbursable

Cereal & Graham Bear + Juice + Juice= NOT Reimbursable

Milk + Juice = NOT Reimbursable

Only a Juice = NOT Reimbursable

Juice + Fruit= NOT Reimbursable



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Breakfast in the Classroom Procedures

Pre-K

1. Turn in Student Breakfast Pre- order counts every Thursday by 10:00 to the cafeteria manager's office.
2. Start serving Breakfast at 7:45
3. Read the Day's Breakfast Menu to the Pre-K students.
4. Have the Students who want breakfast line up. The students who do not want to eat breakfast **Do Not** have to line up and may decline to eat.
5. Have the 3 bags open for the students. Remove all the items from the bags. Pre-K students are required to take everything offered on the menu. One of every item from the menu provided in the bags that are delivered. Place each item on tray provided for the student. Hand Student the complete tray.
6. The teacher **MUST** stand at the end of the POS (Point of Sale) where he/she marks the roster if a student takes/declines a reimbursable meal.
A student or student helper, may **NOT** complete the Breakfast Roster – **MUST** be the teacher and not a substitute.

-Place a Tiny check mark, in pencil only, by the bar code for yes (the student did take a meal). Cross off the Bar Code (make a / slash), if the student was absent or declined to eat a meal.

7. At 8:20 the Food Bags need to be out in the hallway for pick up with Daily Request ticket completed and student roster completed and placed back in plastic window of bag.

On Adult Requests for Breakfast:

Only **ONE** teacher per class is allowed a breakfast at No cost.

SISD does not discriminate on basis of race, color, national origin, gender, religion, age or disability in employment or provision of services, programs or activities.

NATIONAL SCHOOL LUNCH PROGRAM

The National School Lunch Program (NSLP) is a federally subsidized assisted meal program administered by Texas Department of Agriculture (TDA). NSLP provides nutritionally balanced lunches to students based on their eligibility status. Contracting entities (CEs) that choose to participate in the NSLP receive reimbursement from United States Department of Agriculture (USDA) for each lunch they serve. In return, CEs must serve lunches that meet the meal pattern requirements. NSLP lunches must meet the regulations outlined in the final rule (77 FR 4088) titled *Nutrition Standards in the National School Lunch and School Breakfast Programs* as a result of the *Healthy, Hunger-Free Kids Act in 2010* and the *2010 Dietary Guidelines for Americans*. The meal pattern outlined in this rule is food-based and divided by age/grade groups. The meal pattern focuses on specific nutrient standards: calories, sodium, saturated fat and trans fat.

Adopting the meal pattern results in the following changes:

- Required daily servings of fruit
- Required daily servings of vegetables plus a weekly requirement for *Dark Green, Red/Orange, Beans/Pea* (legumes), *Starchy*, and *Other Vegetable* subgroups.
- Increased quantities of fruits and vegetables.
- Weekly meat/meat alternate ranges plus a daily requirement.
- Weekly grain ranges plus daily minimum requirements. All grains offered are whole-grain rich.
- Fat-free (unflavored or flavored) milk only.
- Under Offer versus Serve (OVS), the student must select at least ½ cup of the fruit and/or the vegetable component to be considered a reimbursable meal.
- Calorie minimum and maximum levels based on age/grade groups.
- Sodium limits starting SY 2014–2015.
- Limit on saturated fat, elimination of trans fat.

Sharyland ISD operates offer versus serve PK-12. This helps reduce food waste. Students must select 3 food components from the items offered at lunch. Duplicate items allowed only on fruit and vegetables. Extra items will be charged at a la carte prices. Potable water is always available in the cafeteria dining area.

Adults are welcome to participate and purchase a lunch at a cost of \$3.50. Meals must be prepaid or paid at the point of service. Charging is not allowed for adult meals.

HOUSEHOLD SCHOOL MEAL APPLICATION PROCEDURE

Parents and/or guardians must complete the necessary household school meal application to apply for free or reduced-price meals unless a person in the household meets the criteria for categorical eligibility. When a household submits a household school meal application, all the students in the household are included in that school meal application. It is not required that parents or guardians complete a household school meal application or a separate household school meal application for each student or by eligibility category.

Household School Meal Application Distribution

Household school meal applications are provided to every student. Household school meal applications and letters may be distributed by mail, email, or sent home with students. Meal applications may be completed and submitted on line beginning July 1.

Required Applicant Income Information

For households that apply for free or reduced-price meals based on household income, the household must provide the following information in order for the CE to determine eligibility:

1. Names of all household members.
2. Amount, frequency, and source of current income for each household member reported in whole dollars.
3. Last 4 digits of the Social Security number of the adult household member who signs the household school meal application or another adult member of the household or an indication that no adult household member has a social security number.
[Note: The last four digits of the Social Security number are not required when the applicant has submitted a SNAP/TANF Eligibility Determination Group Number (EDG#) number.]
4. Signature of an adult household member attesting that the information provided is correct.
 - a. Acceptable Adult Signature— Any printed name or cursive signature appearing in the space following the certification statement is an acceptable signature. All legal signatures do not have to be cursive. An **X** may be considered a signature.

An adult is defined as any individual age 18 and older. Therefore, an individual younger than 18 years of age cannot complete and/or sign her or his own household school meal application unless the signer is an emancipated minor child.

In cases where the parent of the student is under 18, the signature of this parent, who is under the age of 18, is considered to be an adult signature.

SAMPLE LETTER TO HOUSEHOLD AND MEAL APPLICATION


 2020 – 2021 Application for free & Reduced-Price School Meals
 Sharyland ISD Child Nutrition Program 1243 E. Business Hwy 83, Mission, TX 78572 / (956)584-6403

Dear Parent/Guardian:

Children need healthy meals to learn. Sharyland ISD offers healthy meals every school day. Breakfast costs \$1.00 at Hinojosa & Shimotsu Elementary; SUSD offers breakfast in classroom in most elementary schools and \$1.25 for Secondary Schools; lunch costs \$3.00 for Elementary Schools and \$3.50 for Secondary Schools. **Your children may qualify for free meals or for reduced-price meals.** Reduced-price is \$0.30 for breakfast and \$0.40 for lunch. If you received a notification letter that a child is directly certified for free or reduced-price meals, do not complete an application. Let the school know if any children in the household attending school are not listed in the letter.

The questions and answers that follow and attached directions provide additional information on how to complete the application. Complete only one application for all the students in the household and return the completed application to *Sharyland ISD Child Nutrition Program*. If you have questions about applying for free or reduced-price meals, contact (956)584-6403 or email vsalinas@sharylandisd.org.

1. **Who Can Get Free Meals?**
 - **Income**—Children can get free or reduced-price meals if a household's gross income is within the limits described in the *Federal Income Eligibility Guidelines*.
 - **Special Assistance Program Participants**—Children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program for Households on Indian Reservations (FDPIR), or Temporary Assistance for Needy Families (TANF), are eligible for free meals.
 - **Foster**—Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
 - **Head Start or Early Head Start**—Children participating in these programs are eligible for free meals.
 - **Homeless, Runaway, and Migrant**—Children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told about a child's status as homeless, runaway, or migrant or you feel a child may qualify for one of these programs, please call or email [Federal Programs Director at \(956\) 580-5200, \[fgonzalez@sharylandisd.org\]\(mailto:fgonzalez@sharylandisd.org\)](mailto:Federal_Programs_Director@sharylandisd.org).
 - **WIC Recipient**—Children in households participating in WIC may be eligible for free or reduced-price meals.
2. **What If I Disagree with the School's Decision About My Application?** Talk to school officials. You also may ask for a hearing by calling or writing to *Executive Director of Finance, 1200 N Shary Rd., Mission TX, 78572 – (956)580-5200*.
3. **My Child's Application Was Approved Last Year. Do I Need to Fill Out A New One?** Yes. An application is only good for that school year and for the first few days of this school year. Send in a new application unless the school has told you that your child is eligible for the new school year.
4. **If I Don't Qualify Now, May I Apply Later?** Yes. Apply at any time during the school year. A child with a parent or guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.
5. **What If My Income Is Not Always the Same?** List the amount normally received. If a household member lost a job or had hours/wages reduced, use current income.
6. **We Are in The Military. Do We Report Our Income Differently?** Basic pay and cash bonuses must be reported as income. Any cash value allowances for off-base housing, food, or clothing, or Family Subsistence Supplemental Allowance payments count as income. If housing is part of the Military Housing Privatization Initiative, do not include the housing allowance as income. Any additional combat pay resulting from deployment is excluded from income.
7. **May I Apply If Someone in My Household Is Not a U.S. Citizen?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
8. **Will Application Information Be Checked?** Yes. We may also ask you to send written proof of the reported household income.
9. **My Family Needs More Help. Are There Other Programs We Might Apply For?** To find out how to apply for other assistance benefits, contact your local assistance office or 2-1-1.
10. **Can I Apply Online?** Yes! The online application has the same requirements and will ask you for the same information as the paper application. Visit [Sharylandisd.org and click on *Child nutrition in the Departments tab*] to begin or to learn more about the online application process. Contact [insert name, address, phone number, and email] if you have questions about the online application.

If you have other questions or need help, call (956) 584-6403. si necesita ayuda, por favor llame al teléfono: (956) 584-6403.

Sincerely,

Child Nutrition Specialist

Sharyland ISD Child Nutrition Program, 2020-2021 Standard (Multi-Child) Application for Free and Reduced-Price School Meals

This Box for School Use Only.
Date Withdrawn:

Step 1: Definition of Household Member: *anyone who is living with you and shares income and expenses, even if not related.* Children in Foster care, children who meet the definition of Homeless, Migrant, or Runaway or who participate in Head Start are eligible for free meals. Please read the directions for more information.

A. List ALL Household Members Who Are Infants, Children, and Students up to and Including Grade 12. If more spaces are needed, use the Additional Names section on the back.

List each child's name.	MI	Last Name	Student Attends School in District?		Grade	Optional: Student ID Number	Check all that apply.							
			Yes	No			Foster	Head Start	Homeless	Migrant	Runaway			
1.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							
2.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							
3.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							
4.			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							

B. Participation in a Categorical Program

- If every child listed in Step 1 is a participant any one of the following programs—Foster, Head Start, Homeless, Migrant, or Runaway, skip Step 2 and complete Step 3.
- SNAP, TANF, or FDIPIR: Do any Household Members (including you) currently participate in SNAP, TANF, and/or FDIPIR? If No, complete Steps 2 and 3. If Yes to SNAP/TANF > Write the Eligibility Determination Group (EDG) number in this space _____, skip Step 2, and complete Step 3. If Yes to FDIPIR, check this box , skip Step 2, and complete Step 3.

Step 2: Please read the directions for more information for the following questions:

Report income for ALL Household Members (Skip this step if you entered an EDC number or checked the box to indicate participation in FDIPIR in Step 1).

- A. Last Four Digits of Social Security Number (SSN) of an Adult Household Member:** XXX-XX-____-____ Check if no SSN
- B. Income for Adult Household Members (Include Yourself, But Not Children, if more spaces are needed, use the Additional Names section on the back.)**
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total income (without deductions) for each source in whole dollars only. Indicate the frequency of income: W=Weekly, E=Every 2 Weeks, T=Twice per Month, M=Monthly, A=Annually. If they do not receive income from any source, write 0. If you enter 0 or leave any fields blank, you are certifying (promising) that there is no income to report.

Adult's First/Last Name (Do not include the income of children in this section. The income of children goes in 2C.)	Work Earnings (Enter Amount)	Public Assistance/Child Support/Alimony (Enter Amount)	Frequency (Circle One)	Social Security/Supplemental Security Income (Enter Amount)	Frequency (Circle One)	All Other (Enter Amount)	Frequency (Circle One)	Pensions/Retirement/	
								Weekly	Monthly
1.	\$	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	W-E-T-M-A	W-E-T-M-A
2.	\$	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	W-E-T-M-A	W-E-T-M-A
3.	\$	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	W-E-T-M-A	W-E-T-M-A
C. Income for Children in the Household (Do not include adult income. Do report any type of regular income for children in the household. If more spaces are needed, use the Additional Names section on the back.)									
Record total income by frequency for each child who receives regular income listed in Step 1.									
1.	\$	\$	Every 2 Weeks	\$	\$	\$	\$	Twice per Month	Monthly
2.	\$	\$	Every 2 Weeks	\$	\$	\$	\$	Twice per Month	Monthly
3.	\$	\$	Every 2 Weeks	\$	\$	\$	\$	Twice per Month	Monthly

D. Total Household Members (Count all children & adults living in the household)

Step 3: Please read the directions for more information on signing this form.

Provide Contact Information and Adult Signature. Return this application to 1243 E. Business Hwy 83, Mission, TX 78572.

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Street Address/Apt # _____ City _____ State _____ Zip _____

Daytime Phone and Email (Optional) _____

Printed Name of Adult Household Member Signing the Form _____ Signature of Adult Household Member Signing the Form _____ Today's Date _____

April 15, 2020

NO CHARGING POLICY

Meal Service for Students with No Money / No lunch from Home Policy

School Year 2020-2021

Sharyland Child Nutrition Program provides a ***Courtesy Meal*** for students who receive full priced and reduced priced meals but do not have money to pay. Our policy allows a student to charge two meals on their account as a grace period. A courtesy meal consists of a fortified graham bear cookie, fruit or juice and choice of milk for breakfast. During lunch service the courtesy meal consists of a cheese sandwich, fruit and choice of milk. Parents are notified at minimum three times a week by mailed written letters, sky alert messages, and parent phone calls.

Parents may provide their own child with breakfast, lunch or snacks. Children may not share food from home with other students.

Courtesy Meals and Negative Charges

- Students with a zero dollar balance in their meal account will be allowed to charge two hot meals (menued lunch) to their account. After the two meals have been charged students are provided the option to receive a courtesy meal at no charge. Parents are allowed to set up a repayment schedule for charges accrued. Contact the CNP office for details.
- Negative balances are limited to -\$6.00 and must be cleared in a timely manner.
- No student will be allowed to charge a meal during the last two weeks of school. Students must pay at the point of service.
- Every effort is made to contact the parent concerning low account balances. Managers document all written and verbal communication with parents.

Payment

Money may be deposited into the student's account to purchase lunch, juice, milk and a la carte items as offered.

**Notify the cafeteria if you would like to limit your child's a la carte purchases. **

Visit Sharylandisd.org, go to the departments tab, Child Nutrition and click on online payments to make payments quickly and securely. Parents can check their children's balance anytime on line on our webpage. You will be asked to input your child's ID number and campus name.

Checks should be payable to Sharyland Child Nutrition Program. In the memo section of the check indicate student's name/ ID number and school name. Temporary checks and out of state checks are not accepted.

No charging the last weeks of school

Beginning May 22, 2019 until May 27, 2019 students are not allowed to charge meals. Meal accounts with insufficient funds will be offered a courtesy meal in lieu of the reimbursable meal. A courtesy meal consists of a fortified graham bear cookie, fruit or juice and choice of milk for breakfast. During lunch service the courtesy meal consists of a cheese sandwich, fruit and choice of milk.

Sky Alerts

As an additional courtesy Sky alerts are automated voice calls that go out Mondays and Tuesdays to notify parents of low and negative balances respectively.

Free or Reduced Meals

Students enrolled in SISD on the last day of class (May 27, 2019) will be allowed to continue their 2018/2019 meal status (Free, Reduced Price, Full Pay) for the first 30 days of the 2019/2020 school year.

Students with Free/Reduced meal benefits must reapply each school year.

Free/Reduced Meal Applications are available at the campus, CNP office and on-line. Applications must be returned to the cafeteria manager or Child Nutrition Office. Applications will be reviewed and an eligibility determination is made within 10 work days of the receipt of the application.

Failure to reapply means a student's meal status will change to full pay on September 30th, 2019.

Households may update their application at any time during the school year. For example, if your household size increases, change in income, or your household receives SNAP, TANF or other benefits (such as unemployment benefits), your household may update their application.

If a student submits an application after October 4th the student is responsible for all meal costs incurred until the application is approved.

For additional questions/concerns visit or call the Child Nutrition Office at:

1243 Business 83, Mission, Texas, 78501 or (956) 584-6403.

SACK LUNCHES

PROCEDURE FOR ORDERING SACK LUNCHES:

We receive many requests for sack meals to be prepared for field trips and special activity days at school. Sack lunches are also an alternative during testing days when students may eat lunch in the classroom to facilitate testing objectives. This allows us to provide campuses nutritious meals. Students are charged meals based on their eligibility status. Proper record keeping is required for sack meals as with any other type of meal service. Documentation required includes accurate meal counts taken at the point of service and food production records.

The main objective is to ensure that each student served receives a high quality, safe, reimbursable sack meal. The need for continued safe food handling practices after the meals leave the food service area of operation must be emphasized.

Two Weeks in Advance

Teacher in charge will complete online request two weeks in advance. The submitted request will go to the manager at the campus. This form should be submitted two weeks prior to event to guarantee availability of menu items requested.

Day of Field Trip

A minimum of 2 insulated containers are required depending upon the number of sack lunches. One is to be used for the sack lunches and one to place the milk on ice. Sack meals will be available for pick up the morning of the field trip. Sack lunches will be packed in insulated bags and packed with ice. Insulated bags must be returned the next business day to the cafeteria. Failure to return them and any leftover product may cause additional meal costs to the campus.

Morning of the Request

The teacher responsible for the field trip will come to the cafeteria and pick up sack meals. Manager will record the proper food temperature of all food being dispensed. Manager will also provide training to teacher/group sponsor on counting and claiming reimbursable meals. Teacher is responsible for discarding any uneaten food and will return the student roster and id numbers to the cafeteria manager with an accurate number of students that took a reimbursable meal. Teachers will complete a sack lunch student roster form and turn this in to the cafeteria manager.

POLICIES AND PROCEDURES · CHILD NUTRITION PROGRAM

The forms that follow are to be used to ease the process of providing reimbursable sack meals and maintaining the necessary records. Use the forms to order, plan and document meals served, document temperature and to communicate directions to those responsible for transporting and serving the meal.

Any undocumented meals or meals served that are not reimbursable will be billed to the campus. Any meals ordered by the campus for testing will be billed to the campus at the full paid student price. Excessive leftovers will be brought to the Principals attention and billed to the campus.

MENU CHANGES

PROCEDURE FOR REQUESTING MENU CHANGES

(3 Weeks Advanced Notice)

There may be instances when a school or classroom requests that the menu for the day be changed to accommodate a special event or activity. The Child Nutrition Program will gladly grant your request as per the following:

Menu Change Online Form

Requests for menu changes must be made on the Menu Change Online form.

USDA Requirements

Please keep in mind that certain USDA requirements must be met. All menu changes must still be in compliance with meal pattern requirements. This includes a choice of milk for all students and proper accountability of meals served.

Cancellations

Should a cancellation occur, the Child Nutrition Program must be notified one-week prior to the scheduled event. Failure to notify the Child Nutrition will result in the school being billed for the alternate menu.

Same Day Menu Change Request

Due to food availability, same day menu change will not be approved. Most food items are ordered and received 3 weeks in advanced before serving.

SATURDAY MEALS

PROCEDURE FOR ORDERING SATURDAY MEALS

We receive many requests for Saturday meals to be prepared. Proper record keeping is required for Saturday meals as with any other type of meal service. Texas Department of Agriculture allows for reimbursement of breakfast. Documentation required includes accurate meal counts taken at the point of service and food production records.

The main objective is to ensure that each student served received a high quality, safe, reimbursable meal.

Two Weeks In Advance

The Child Nutrition Program office must receive the Saturday meal requests at least two (2) weeks in advance. This allows ample ordering time for food supplies. Requests received after the two-week deadline may not be approved.

Day of Service

The teacher or administrator responsible for Saturday tutoring will bring students to the cafeteria to get their meal(s). Manager or assigned staff will have children go through the serving line, students will punch in their id number into the keypad of the point of sale service. If no point of sale service is available, Teacher will provide a student roster with id numbers of students consuming reimbursable meals. If meal counts are not accurately completed, the campus will be billed for meals provided at the rate of \$2.50 for each breakfast and \$4.00 for each lunch.

AFTERSCHOOL SNACKS (WHEN APPLICABLE)

Public schools operating the National School Lunch Program (NSLP), may also choose to participate in the Afterschool Care Program (ASCP).

Students participating in afterschool activities in a school setting may be eligible to receive free snacks. There is no federal requirement for after-school care sites operating under this provision to have either federal, state, or local licensing or approval as a condition of eligibility. However, to qualify under this provision, these programs must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised. The program does not have to occur daily to be considered as regularly scheduled. While eligible programs would not need to establish formal enrollment procedures, they must have a means of determining that children are present on a given day. Documentation could include a roster or sign-in sheet.

Eligible programs must include education or enrichment activities in organized, structured, and supervised environments. Any extracurricular activities, such as the school choir, debate team, drama society, and homework / credit recovery / tutoring can qualify to participate under this provision if the basic purpose is to provide after school care as defined above and be open to all students. A site is allowed to limit participation for space and security concerns but not for other reasons. A program that includes supervised athletic activity along with education or enrichment activities may participate as long as the program is open to all and does not limit membership for reasons other than space or security considerations. If students are participating in scholastic and competitive interscholastic sports teams, a snack may be offered only if an accompanying enrichment activity is occurring on campus.

Afterschool care programs that are designed to accommodate students with special needs or that have other limiting factors may be eligible to participate in the ASCP. Special needs may include programs targeted to children who have learning disabilities or programs for academically gifted.

PROCEDURE FOR ORDERING AFTER SCHOOL SNACKS

We receive many requests for after school snacks. Proper record keeping is required for all afterschool snacks offered just as other programs administered by the Child Nutrition Program. These requirements include: meal counts taken at the point of service, food production records, and student's rosters reflecting participation in afterschool activities. Documentation required includes accurate counting and claiming procedures. Principal memo included at the end of this section.

The main objective is to ensure that each student served received a high quality, safe, reimbursable after school snack. The need for continued safe food handling practices after the meals leave the food service area of operation must be emphasized.

TIMES OF OPERATION

The Afterschool Care Program applies to schools that provide care for children after their school day (instructional day) has ended. Under no circumstances may snacks be reimbursed in programs operated before or during the child's instructional day. Reimbursement may not be claimed for snacks served on Saturdays, weekends, and vacation periods.

CONTENT OF SNACKS

Snacks served under this provision must meet the meal pattern for snacks. The minimum meal pattern is the same for children ages 6-18.

Snacks shall contain two different components from the following four components:

- A serving of fluid milk as a beverage, or on cereal;
- A serving of meat or meat alternate. Nuts and seeds and their butters listed in program guidance are nutritionally comparable to meat or other meat alternates based on available nutritional data;
- A serving of vegetable(s) or fruit(s) or 100% vegetable or fruit juice or an equivalent quantity of any combination of these foods. Juice may not be served when milk is served as the only other component. Special attention should be given to the fruit/vegetable/juice component, because of the portion size, which is 3/4 cup for children 6-12;
- A serving of whole-grain bread; or an equivalent serving of cornbread, biscuits, rolls, muffins, etc., made with whole-grain or a serving of cooked whole-grain pasta or noodle products such as macaroni, or cereal grains such as rice, bulgur, or corn grits; or an equivalent quantity of any combination of these foods.

OTHER MEAL SERVICE INFORMATION

- There is no offer versus serve.
- Both components must be offered in full portions.

RECORD KEEPING

At a minimum, school districts participating under this provision must maintain these records.

- If all snacks are claimed free, documentation that the site has at least 50 percent of the enrolled students certified eligible for free or reduced-price meals or is physically located in the attendance area of an eligible school.
- Meal counts (total number of meals qualifying for free reimbursement for all children for area-eligible; meal counts by type for non-area eligible sites).
- Documentation of a daily roster with student names and reimbursable snack received.
- Documentation of compliance with meal pattern requirements (production records).
- Documentation of on-site reviews conducted at each snack site within 4 weeks of operation.

Campus Responsibilities:

- Afterschool sponsors must submit a “Daily Request Form,” no later than 9am the day of the request. They are responsible for ensuring students participating receive only 1 snack per day, and that the students name is legible and the “check off,” boxes have been marked for those students who received snack. All sign in rosters must be completed in blue or black ink pen.

If above campus responsibilities are not met, campus will be invoiced planned snack participation at the cost of \$1.00 per snack.

Food Service Responsibilities:

- Ensure all eligibility criteria is met prior to starting service.
- Prepackage reimbursable meal items daily to facilitate counting & claiming.
- Enter into point of sale software reimbursable snacks from prior day and complete food production documentation.

Adults / visitors are welcome to participate in ASCP snacks at a cost of \$1.00. Meals must be pre-paid or paid at the point of service.

CHILD & ADULT CARE FOOD PROGRAM

The U.S. Congress originally established the Child and Adult Care Food Program (CACFP) in 1968 as the Child Care Food Program. The purpose of the program is to help the CACFP contracting entities (CE) integrate nutritious meals with organized child care services. Initially, the CACFP provided reimbursement for meals served to children in day care centers, settlement homes, and recreational centers in low-income areas where large numbers of working mothers resided. The program was later extended to day care provided in child and adult care centers. At-risk afterschool care centers and schools can participate in the CACFP through a contract directly with TDA (known as an independent center) or under the auspices of a sponsoring organization (sponsor) already participating in other federally funded nutrition programs. All organizations, whether an independent center or sponsor, are referred to as contracting entities (CE). By signing the agreement to participate in the CACFP, CEs accept final administrative and financial responsibility for the operation of the CACFP, and CEs that are sponsors also accept final administrative and financial responsibility for the sites they sponsor.

The at-risk afterschool care center component of the CACFP is intended to provide a safe place for school aged children to go after school that includes educational/enrichment activities and minimizes the risk of those children becoming involved in counterproductive and potentially dangerous activities; with the additional benefit of providing an afterschool snack and/or supper meal.

Sharyland ISD offers at-risk suppers as requested at campus's offering extended day activities. Prepackaged reimbursable meals are prepared at each school campus cafeteria following the approved CACFP meal pattern requirements. All meals are qualified as reimbursable by a trained cashier at the point of service. Potable water is always available in the cafeteria.

RECORD KEEPING

At a minimum, school districts participating under this provision must maintain these records.

- If all suppers are claimed free, documentation that the site has at least 50 percent of the enrolled students certified eligible for free or reduced-price meals or is physically located in the attendance area of an eligible school.
- Documentation of a daily roster with student names and reimbursable supper meal received.
- Documentation of compliance with meal pattern requirements (production records).
- Documentation of on-site reviews conducted at each site.

Campus Responsibilities:

- Afterschool sponsors must submit a “Daily Request Form” no later than 9am the day of the request. They are responsible for ensuring students participating receive only 1 snack per day, and that the students name is legible and the “check off” boxes have been marked for those students who received snack. All sign in rosters must be completed in blue or black ink pen.

If above campus responsibilities are not met, campus will be invoiced for planned supper participation at the cost of \$3.50 per supper.

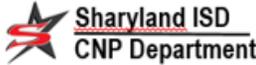
Food Service Responsibilities:

- Ensure all eligibility criteria is met prior to starting service.
- Prepackage reimbursable meal items daily to facilitate counting & claiming.
- Enter into point of sale software reimbursable supper from prior day and complete food production documentation.

Adults are welcome to participate in the CACFP supper at a cost of \$3.50. Meals must be pre-paid or paid at the point of service. Adults are not allowed to charge on negative accounts.

SAMPLE CACFP SUPPER PROGRAM REQUEST TICKET

SAMPLE CACFP SUPPER PROGRAM REPORT



**2019-2020
CACFP Supper Program
Daily Request**

Date Requested: _____ Room: _____

Teacher/Coordinator: _____

of Meals Requested: _____

Signature: _____

Request ticket **MUST** be turned in to Cafeteria Manager no later than **9:00am** the day of the request.

Daily Meal Count and Attendance Record: At-Risk

Name of Contracting Entity (CE)	CE ID	Name of Site	Site #	Date (mm/dd/yyyy)
--	--------------	---------------------	---------------	--------------------------

Participant's Name	At	Age	Brk	Lu	Snk	Sup	Participant's Name	At	Age	Brk	Lu	Snk	Sup
1							24						
2							25						
3							26						
4							27						
5							28						
6							29						
7							30						
8							31						
9							32						
10							33						
11							34						
12							35						
13							36						
14							37						
15							38						
16							39						
17							40						
18							41						
19							42						
20							43						
21							44						
22							45						
23							46						

Total breakfasts:	Total snacks:	Total Non-Program Meals:
Total lunches:	Total suppers:	Total Program Participants:

I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible Program participants. I understand that misrepresentation may result in prosecution under applicable state or federal laws.

Signature—Site Representative

Date

Page ____ of ____

SPECIAL DIETS

CHILDREN WITH SPECIAL DIETARY NEEDS

In recent years, we have seen increasing emphasis on the importance of ensuring children with disabilities have the same opportunities as other children to receive an education and education-related benefits, such as school meals.

Congress first addressed this concern in The Rehabilitation Act of 1973, which prohibits discrimination against qualified persons with disabilities in the programs or activities of any agency of the Federal Government's Executive Branch or any organization receiving Federal financial assistance.

Subsequently, Congress passed the Education of the Handicapped Act (now, the Individuals with Disabilities Education Act), which requires a free and appropriate public education be provided for children (ages 3 through 21) with disabilities, and the Americans with Disabilities Act, a comprehensive law that broadens and extends civil rights protections for Americans with disabilities.

One effect of these laws has been an increase in the number of children with disabilities who are being educated in regular school programs. In some cases, the disability may prevent the child from eating meals prepared for the general school population.

The U.S. Department of Agriculture's (USDA) nondiscrimination regulation, as well as the regulations governing the National School Lunch Program (NSLP) and School Breakfast Program (SBP), make it clear that substitutions to the regular meal must be made for children who are unable to eat school meals because of their disabilities when that need is certified by a licensed physician.

In most cases, children with a special diet request can be accommodated with offer vs serve. The nature of the child's disability, the reason the disability prevents the child from eating the regular school meal and the specific substitutions needed must be specified in a statement signed by a licensed physician.

PROVIDING SPECIAL MEALS TO CHILDREN WITH DISABILITIES

Prior to making any diet substitutions or diet changes for any child with a disability, school officials **must** ensure that the following two steps are completed:

The parent/guardian must obtain a statement from the child's physician and provide it to school officials. The statement must state the following:

- The child's disability
- An explanation of why the disability restricts the child's diet
- The major life activity affected by the disability; and
- The food or foods to be omitted from the child's diet and the food or choice of foods that must be substituted.

Evaluate the physician's statement to see if it includes the required information above and meets Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

SERVING THE SPECIAL DIETARY NEEDS OF CHILDREN WITHOUT DISABILITIES

Children without disabilities but with special dietary needs (such as lactose intolerance, allergies, cultural dietary restrictions) requiring food substitutions or modifications, will be approved on a case by case basis.

The Child Nutrition Program will decide these situations on a case by case basis. Documentation with accompanying information must be provided by a recognized medical authority.

FLUID MILK GUIDELINE

Upon request lactose free milk will be available to a student with a disability (504) when a licensed physician submits a statement that the substitution is necessary due to a disability.

PROCEDURE FOR REQUESTING SPECIAL DIET MODIFICATIONS

- Parents of children requiring special diet modifications, may obtain a special diet request form from the Child Nutrition Program or the campus nurse's office.
- The special diet form is to be filled out by the child's physician.
- Parents should bring form back to the campus nurse.
- The campus nurse will forward completed form to the Child Nutrition Program office via email to kflores1@sharylandisd.org.
- Diet requests will be evaluated to determine whether it will be approved or denied.
- Once a diet is approved by the Department's Dietitian, a special diet will be formulated within 2 weeks and will be provided to the Child Nutrition Program (CNP) school staff.
- CNP staff shall make food substitutions or accommodations for students with those disabilities as outlines in the special diet order form.
- Substitutions for students with disabilities shall be based on a prescription written by a licensed physician.
- Under no circumstances is school CNP staff to revise or change a diet prescription or medical order.
- The CNP manager shall ensure that children with Special Dietary Needs are served the appropriate diet from the Special Diets Manual.
- When uncertainty arises or the diet cannot be located, the manager shall notify the Child Nutrition Director and the Dietitian so that a diet plan may be formulated.
- If the parents or students cannot provide CNP with a current physician statement, a special diet shall not be provided.
- In accordance with USDA's regulations for substitutions or modifications in school meals for children whose disabilities restrict their diet, all diets orders must be updated every year.
- This documentation is required to justify that the modified meal is "reimbursable", as defined by federal guidelines, and to ensure any meal modifications meet nutrition standards that are medically appropriate for the student.

SAMPLE SPECIAL DIET REQUEST FORM



2019-2020 SPECIAL DIET REQUEST FORM

APPROVED DENIED

Notes: _____

New Special Diet Request **Change** Current Special Diet Request **Renew** Existing Special Diet Request **Temporary** Special Diet Request (Start _____ & End Date _____)

Student's Full Name (printed): _____ Date of Request: _____

Last: _____ First: _____ School: _____

Date of Birth: _____ Grade: _____ Student ID#: _____

Parent/Guardian Name (printed): _____

Daytime Phone # _____ Email: _____

Which meals will the student eat from the school cafeteria?

Both Breakfast and Lunch Breakfast Only Lunch Only None (If the student does not eat from the cafeteria, no modification will be arranged)

I understand it is my responsibility to renew this form before each school year and anytime my child's nutritional needs change. I give Sharyland ISD Child Nutrition Program permission to speak with the below-named physician or recognized medical authority to discuss the dietary needs described below.

Parent/Guardian signature: _____ Date: _____

To Be Completed Only by Physicians, Physician Assistants or Nurse Practitioners

MD/DO/PA/NP Must Attach Supporting Medical Documentation to Confirm Claimed Food Allergy and/or Disability

Prescribing Medical Authority Name (printed): _____ Telephone: _____ Fax: _____

Signature: _____ Date: _____

Address (street, city, state, ZIP): _____

Part I: Non-Life Threatening Food Allergy (check ALL that apply)

DIRECTIONS: Part I to be filled out and completed **ONLY** by a Licensed Medical Authority treating the student:

- Part I - If the student has a Non-Life Threatening Food Allergy (*approved on a case by case basis, Sharyland ISD is not required to make dietary modifications for Non-Life Threatening Food Allergies*).

Eggs: whole eggs egg as an ingredient, i.e. scrambled eggs are omitted and egg as an ingredient in pancake is not allowed

Nuts: peanuts tree nuts (walnuts, pecans, almonds, hazelnuts...etc.) sesame seeds

Milk/Dairy allergy: Avoid fluid milk only Avoid all dairy products (fluid milk, cheese, yogurt, ice cream) Avoid dairy in all baked goods

Soy: Avoid soy milk only Avoid all soy containing products Fish Shellfish Wheat

List Others: _____

Please identify the food or choice of foods to be substituted: _____

****** While the rising prevalence of childhood obesity is a serious health concern, it is **NOT** currently classified as a disability. Nonetheless, the SISD Child Nutrition Program provides low fat/low sugar/low sodium menus for **ALL** meals: therefore, a special diet request for these options would not be necessary. Furthermore, in an effort to assist families manage a healthier lifestyle, nutritional information is posted on the SISD Child Nutrition Program website.

PART II. Disability & *Life-Threatening Food Allergies*; additional supporting medical documentation is required

DIRECTIONS: Part II to be filled out and completed **ONLY** by a Licensed Medical Authority treating the student:

- Part II/Section A & B - If the student has a Disability and/or Life-Threatening Food Allergy

SECTION A: DISABILITY

Check all disabilities requiring meal modifications:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Cerebral Palsy | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Muscular Dystrophy | <input type="checkbox"/> Nephritis |
| <input type="checkbox"/> Cancer/Leukemia | <input type="checkbox"/> Orthopedic Impairment | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Drug Addiction/Alcoholism |
| <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> HIV Disease | <input type="checkbox"/> Autism | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Traumatic Brain Injury | <input type="checkbox"/> Mental Retardation | <input type="checkbox"/> Emotional Disturbance | _____ |
| <input type="checkbox"/> Speech Impairment | <input type="checkbox"/> Visual Impairment | <input type="checkbox"/> Multiple Sclerosis | _____ |

Major life activity affected by DISABILITY: Note: Sharyland ISD cannot honor this Request Form unless at least one life activity is marked.

- | | | | | | | |
|--|--|--|---------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Eating | <input type="checkbox"/> Speaking | <input type="checkbox"/> Hearing | <input type="checkbox"/> Seeing | <input type="checkbox"/> Walking | <input type="checkbox"/> Learning | <input type="checkbox"/> Breathing |
| <input type="checkbox"/> Caring for One's Self | <input type="checkbox"/> Performing Manual Tasks | <input type="checkbox"/> Other, specify: _____ | | | | |

Diet Order: Indicate specific restrictions in space provided

Safe Food Substitutes*:

- Texture Modification, if applicable, specify below.
- | | | | | | |
|---------|--|--|---|--|--|
| Liquids | <input type="checkbox"/> No Restrictions | <input type="checkbox"/> Thin | <input type="checkbox"/> Thickened (Nectar) | <input type="checkbox"/> Thickened (Honey) | <input type="checkbox"/> Thickened (Pudding) |
| Solids | <input type="checkbox"/> No Restrictions | <input type="checkbox"/> Mechanical Soft Chopped | <input type="checkbox"/> Mechanical Soft Ground | <input type="checkbox"/> Pureed | |

*The Child Nutrition Program will attempt to accommodate the substitutions as requested but reserves the right to modify the menu based on product availability.

SECTION B: LIFE-THREATENING FOOD ALLERGIES (FOOD ANAPHYLAXIS)

Life-threatening food allergies: ingestion contact inhalation EpiPen/Emergency Epinephrine prescribed

Eggs: whole eggs egg as an ingredient, i.e. scrambled eggs are omitted and egg as an ingredient in pancake is not allowed

Nuts: peanuts tree nuts (walnuts, pecans, almonds, hazelnuts...etc.) sesame seeds

Milk/Dairy allergy: Avoid all dairy products (fluid milk, cheese, yogurt, ice cream) Avoid dairy in all baked goods

Soy: Avoid all soy containing products Fish Shellfish Wheat

List Others: _____

Please identify the food or choice of foods to be substituted: _____

Sharyland ISD Child Nutrition Program

1243 E. Business 83

Mission, TX 78572

(956)580-5200 Ext. 1060

childnutrition@sharylandisd.org

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the *USDA Program Discrimination Complaint Form*, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

SPECIAL EVENT CATERING

Sharyland ISD Child Nutrition Program proudly provides catered meals and snacks to facilitate trainings, meetings, and other operational needs. Menus are updated on a regular basis on our website and pricing quotes can be provided for specialty items. Catering is an easy and convenient way to get the foods & beverages you need for your events and support the district by keeping SISD ISD dollars in the district. Special diet requests can also be accommodated with advance notice.

CATERING REQUEST PROCEDURE

Campuses and Departments requesting catering service shall adhere to the following procedure:

1. Submit a Child Nutrition Catering Request form.

Note: Delays in the approval process may affect event scheduling or your event being denied if not approved within the 10 day advance notice. Plan in advance and do follow up on your order to ensure that the Child Nutrition Program received it.

2. The Order must have all the appropriate departmental approvals and budget account numbers. The estimated cost of the catering can be acquired by referring to the Catering Request Form.

3. The following items must be included on the Child Nutrition Program Catering Request:

- Time set-up should be ready for service
- Items requested
- Number of meals and/or servings
- Name and telephone/extension number of contact person.
- Special instructions (china/ flatware / etc.)

4. The person initiating the request shall coordinate the meeting room with the appropriate department. Time for Child Nutrition Program to set-up the service of meal shall be included in arrangements.

5. In order not to financially hamper the Child Nutrition Program, charge to departments is based on calculated cost for service.

6. Departments will be charged for quantities ordered and guaranteed up to 48 hours in advance of event. Prices indicated include condiments, napkins, cups, utensils, all utensils are disposable unless specified. There is an additional charge for the use of china, stemware, linen napkins and table covers.

7. Special menu requests through the Child Nutrition Program Office require 2 weeks' notice. Some caterings can be done with shorter notice but these must be prearranged and preapproved by the Child Nutrition Program.

Changes to the Catering Request must be called into the Child Nutrition Program office and shall be followed by a written notice of change. A late fee may be added to all changes received less than 48 hours prior to the event.

For questions regarding orders, changes, last minute additions or special menus, please contact the CNP office. Labor shall be charged at the hourly rate of a CN employee for regular working hours and an average of overtime rate for any hours worked after their regular working Hours. Prices are subject to change due to increases in raw food/supply cost.

City Health Departments require all venues offering or serving food to the public (parents/staff/students) to have a health permit and certified food handler onsite. Sharyland ISD cafeterias all have health permits for day to day operations. However, other events unrelated to Child Nutrition Program operations require obtaining a temporary health permit and having certified food handlers onsite. As events are planned on campuses it is important that these requirements are completed ahead of time to prevent food being disposed of by Health Department and associated fines. If the campus is planning an event after school hours, they can use the attached Request for Cafeteria Use Form to allow the cafeteria to be used as the venue for the activity. This will allow no additional health permits but will require that food remain in the cafeteria and that at a minimum, one cafeteria worker is hired to serve and prepare foods at the event.

OTHER OPERATIONAL ISSUES

SNACKS FOR TESTING DAYS

The Child Nutrition Program does not receive funding for snacks served to students during the school day during testing days such as STARR or for Pre-K daytime Snacks. A principal requesting snacks to be served to students before or after taking a test or during the school day, will need to place a special event request for snacks. Snacks for testing are generally billed depending on the cost of item being ordered.

MENU CHANGES FOR TESTING DAYS

Menu change requests to accommodate a campus during testing day needs to be submitted 3 weeks in advance for approval. The Child Nutrition Program does not automatically change a menu due to testing but does work diligently to ensure a combination of convenience foods and conventional foods are available during the week to facilitate testing needs at a campus. All requests are reviewed to ensure they meet federal guidelines and that food items are available in our warehouse. Cafeteria Managers do not have the authority or the resources needed to change a menu.

EQUAL ACCESS FOR ALL STUDENTS

When planning for special functions, parties, field trips, etc. The Child Nutrition Program should be involved in the process to ensure that students are not denied meals and that meals claimed for reimbursement meet requirements. For instance, when field trips are planned, the Child Nutrition Program can provide sack lunches for those students that request one. By allowing all students to request a lunch if desired, overt identification by income status is prevented. All cafeterias must have available Justice for All Posters as well as a complaint form in case of a complaint involving discrimination based on age, race, national origin, sex, and disability. Arranged seating of students by gender is not allowed. For example, separating boys from girls or sitting students in a boy-girl-boy pattern is against students Civil Rights. If a student feels they have been discriminated against, cafeteria manager must have student complete form. That form must be forwarded immediately to Child Nutrition Program Director, who in turn, must submit to Texas Department of Agriculture.

DENIAL OF MEALS AS A DISCIPLINARY ACTION

USDA policy prohibits the denial of meals as a disciplinary action against any student who is enrolled in a school participating in the Food and Nutrition program. Disciplinary action which indirectly results in the loss of meals is allowable (e.g., a student is suspended from school). When the withholding of meals is the disciplinary action or if the disciplinary action directly

results in the loss of meals (e.g. lunch detention), it is inconsistent with the law and is not allowable. Teachers and volunteers must be trained that students must be allowed access to all meal items offered regardless of behavior or conduct. Students in ISS eating in a different location or during a different time as the rest of the student population, may receive an alternate menu meeting all Federal meal requirements but may not be denied meals.

REGULATIONS REGARDING DISCIPLINARY ACTION

When considering a disciplinary action against any student, school officials must ensure that such action is consistent with the above policy and must make a reimbursable meal available to any child attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria.

OFFER VERSUS SERVE IN DISCIPLINARY SITUATIONS

If the meal is prepackaged, the offer versus serve provision does not apply. However, students must be allowed to choose from a selection of at a minimum 3 different milk types (example: 1% plain milk, fat free chocolate milk, fat free strawberry milk).

MEAL ACCESS FOR IN-SCHOOL SUSPENSION (ISS) STUDENTS

All students, including ISS students, must have equal access to all the cafeteria lines if they are allowed to go to the cafeteria to receive meals during regular meal periods. If ISS students are allowed access to the cafeteria, either before or after regular serving times, they may be limited to only one reimbursable line or meal type. In such a situation, the ISS students would have to be able to receive and consume their meals prior to, or after, the regular meal periods for other students.

ADEQUATE MEAL SERVICE PERIODS

USDA encourages schools to make every effort to establish meal periods that are long enough for children to fully consume their meals and to provide an environment conducive to eating those meals. It is important, both nutritionally and socially, to give children sufficient time, a conducive atmosphere, and a safe environment to eat nutritious meals. At a minimum students must be given 10 minutes after meal service to consume breakfast and 20 minutes after meal service to consume lunch.

MEAL TIMES FOR BREAKFAST, LUNCH, SNACK

Regular times specified in regulations for the NSLP have been identified as 10 a.m. to 2 p.m. Breakfast hours would be identified as meal service prior to 10 a.m. in most circumstances. Campuses are encouraged to allow students to eat breakfast when they are late arriving at school. However, this is not a requirement. Snacks to be claimed in the Afterschool Care

Program (ASCP) are to be served at the end of the student's school day. The snack program has no ending time frames.

MEAL SERVICE FOR OFF-SITE CONSUMPTION

NSLP and SBP authorizing legislation and regulations clearly intend that reimbursable meals prepared under the programs are to be served and consumed in the cafeteria or other designated eating areas. Therefore, meals may not be prepared for off-site consumption for children or adults. Examples include meals given to children to eat on the bus, take home with them due to early dismissal, etc.

Meals consumed on school-sponsored, supervised field trips may be reimbursed since the meals are served and consumed as part of a school-related function. Meals served during such field trips should be subject to especially stringent sanitary and precautionary measures to avoid food contamination and spoilage.

NSLP regulations state that midday means between 10 a.m. and 2 p.m. and that reimbursable lunches would normally need to be served between these hours. It is further specified that evening meals cannot be considered lunch and that such meals should not be reimbursed.

EQUIPMENT USE

Equipment used for the Child Nutrition Programs shall be used by the School Food Authority in the program(s) that it was acquired for as long as needed. When equipment is no longer needed for the program, the equipment may be used in other USDA programs, provided the use will not interfere with the work/program for which the equipment was originally acquired. First preference shall be given to other USDA programs for use. If acquiring replacement equipment, the SFA may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property. Use of cafeterias and associated equipment by others who are not employed by the Child Nutrition Program is strictly prohibited. In the event a cafeteria or associated equipment must be used, the campus must submit a Cafeteria Request Form and provide a budget account number to reimburse Food & Nutrition Services the labor cost incurred by having a trained and certified food service employee present during the event.

SECOND SERVINGS OR MEALS TO STUDENTS

Federal regulations governing the National School lunch and Breakfast Programs prohibit the reimbursement for second meals. The regulation states that production and participation records must be planned with the objective of providing one reimbursable breakfast and lunch per child per day. Therefore, all students may purchase a second tray at the full price or purchase second servings at the a la carte prices.

LEFTOVER FOOD

Employees, students, school personnel, and parents shall not consume leftover prepared food from another person's tray. Consumption is prohibited to prevent spread of infection or disease through served leftover food from one person to another. Managers may refer to the Texas Food Establishment Rules regarding re-service. Sharing baskets are provided in each cafeteria for students to place their non-perishable, unwrapped leftover food items.

ADULT MEAL PRICING

Federal commodities and federal reimbursement funds are designated to provide meals for students only. The federal government sets reimbursement rates for student meals only. It does not provide funds or USDA Food Commodities for adult meals. Therefore, we must charge adults the full cost of a meal in order not to compromise food and nutrition program funds. At a minimum, the adult/visitor price must be greater than the free reimbursement plus the sum of commodity entitlement value. Meals for adults are as follows:

For the 2019-2020 school year the adult, visitor, staff meal price is:

Breakfast:	\$2.75
Lunch:	\$4.25
Supper:	\$4.25

NUTRITION EDUCATION

It is the aim of the Child Nutrition Program to promote nutrition and encourage better eating habits among all students in the District. The Child Nutrition Program participates in the School Health Advisory Council (SHAC) and provides annual nutrition education to its staff.

ICE REQUEST

The following procedure shall be followed to assure that the product in the Ice Makers is not contaminated as a result of improper handling. Proper handling of ice is essential to prevent the spread of contagious diseases.

- Ice shall be requested from the cafeteria manager only.
- Staff must bring clean containers with lids.
- Ice cannot be handled with bare hands.
- Utensils, scoops, Ice chests, containers, thermos, etc., must be sanitized prior to use.
- Ice will be provided for all field trips to ensure food safety during transport.

SHARYLAND ISD WELLNESS POLICY

Sharyland ISD
108911

STUDENT WELFARE
WELLNESS AND HEALTH SERVICES

FFA
(LOCAL)

PURPOSE AND GOAL

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and life-long health and well-being. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults. Schools have a responsibility to help students and staff establish and maintain lifelong, healthy eating patterns. Well-planned and well-implemented school nutrition programs have been shown to positively influence students' eating habits.

All students shall possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, staff are encouraged to model healthy eating and physical activity as a valuable part of daily life. The District shall prepare, adopt, and implement a comprehensive plan to encourage healthy eating and physical activity. This plan shall make effective use of school and community resources and equitably serve the needs and interests of all students and staff, taking into consideration differences in cultural norms.

COMMITMENT TO NUTRITION AND PHYSICAL ACTIVITY

In order to promote the District's commitment to good nutrition and physical activity:

1. The Board will appoint a school health advisory council (SHAC). The SHAC shall address nutrition and physical activity issues and shall develop, implement, and evaluate guidelines that support a healthy school nutrition environment. This committee will offer revisions to these guidelines annually or more often if necessary.
2. Principals will address concerns such as the types of foods available on campus, sufficient mealtime, nutrition education, and physical activity.
3. Nutrition education shall be integrated across the curriculum and physical activity will be encouraged daily.
4. The school food service staff will participate in making decisions and creating guidelines that will affect the school environment.
5. The District will provide an environment that fosters safe and enjoyable fitness activities for all students, including those who are not participating in competitive sports.
6. Physical education classes will regularly emphasize moderate to vigorous activity.
7. The District will encourage teachers to integrate physical activity into the academic curriculum where appropriate.

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8. Teachers and other school staff will receive training to promote enjoyable, life-long physical activity for themselves and students.
9. The District will encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.

QUALITY SCHOOL
MEALS

The District shall ensure that nutrition guidelines for reimbursable school meals shall be at least as restrictive as federal regulations and guidance and that all foods available on each campus are in accordance with the Texas Public School Nutrition Policy. [See CO]

1. The District will offer breakfast, lunch, and after-school snack programs. Students and staff are highly encouraged to promote and participate in these programs.
2. School food service staff, who are properly qualified according to current professional standards and who regularly participate in professional development activities, will administer the child nutrition programs.
3. Food safety will be a key part of the school food service operation.
4. Menus will conform to good menu planning principles, and will feature a variety of healthy choices that are tasty, attractive, of excellent quality, and are served at the proper temperature.
5. Students will be given the opportunity to provide input on local, cultural, and ethnic favorites.
6. School personnel, along with parents, will encourage students to choose and consume full meals.
7. Positive nutrition statements will be provided to students on a daily basis.

OTHER HEALTHY
FOOD OPTIONS

The following will provide options and support healthy food choices:

1. The SHAC will develop and recommend to the administration guidelines on nutrition standards for food and beverages sold in schools. This includes snack bars, a la carte, vending and non-exempt fundraising on campus. School campus is defined as all areas of the property under the jurisdiction of the school that are accessible to students during the day. A school day is defined as the period from the midnight before, to 30 minutes after the end of the official school day.

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2. All students will be encouraged to bring healthy food items from home. See attachment A.
3. Competitive foods is any food item(s) sold on the school campus, during the school day, that is not part of the reimbursable meal. All food items sold must meet one of the four general standards to be considered for sale. Be whole grain as the first ingredient, combination food, 10% daily value. An items category will determine the total calories allowed and total sodium.
4. Elementary classrooms may serve one nutritious snack per day in the morning or afternoon (not during lunch time) under the teachers guidance. The snack may provide by the school food service, the teacher, the parents or other groups that should be at no cost to the student. Any food or beverage item not provided by the school food service must be individually wrapped and packaged.
5. School staff shall not use food as a reward for student accomplishment. The withholding of food as punishment is prohibited, for example, restricting a child's selection of flavored milk at mealtime due to misbehavior in the classroom.
6. The District will provide nutritional information to parents that will encourage parents to provide safe and nutritious food for their children.
7. Organizations shall only use nonfood items or food designed for delivery and consumption after school hours as fundraisers. Food items for sale should be evaluated by using the Nutrition Calculator on the child nutrition website, USDA Smart Snack webpage, or Alliance for Healthier Generation, or squaremeals.com. For example, barbecue plate sales after school hours would be acceptable. The sale of individually wrapped candy (i.e. candy bars) as a fund-raiser is prohibited; however, packaged candy gift items are allowed provided they are only part of a fund-raising project that includes other gift items (i.e., nuts, candies, jewelry) as well. Texas schools are allowed up to six exempt fundraisers per campus per school year. Appropriate documentation of items sold must be available for review during a TDA Administrative Review.
8. Organizations operating concessions at school functions should include some healthy food choices in their offerings. It

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is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

PLEASANT EATING
EXPERIENCE

The District will endeavor to provide a pleasant eating experience through the following:

1. Facility design will be given priority in renovations and new construction.
2. Drinking fountains will be available for students to get water at meal times and throughout the day.
3. A short snack-free recess for elementary campuses is encouraged to be scheduled sometime before lunch so that children will come to lunch less distracted and ready to eat.
4. School personnel will assist all students in developing the healthy practice of washing hands before eating.
5. School personnel will schedule appropriately so that students do not have to spend too much time waiting in line.
6. Schools should not schedule tutoring, pep rallies, assemblies, club or organization meetings, or other activities during meal times.
7. Adequate time to eat in a pleasant dining environment should be provided. The minimum eating time for each child after being served will be ten minutes for breakfast and 20 minutes for lunch.
8. Schools will encourage socializing among students and between students and adults.
9. Adults will properly supervise dining rooms and serve as role models to students by demonstrating proper conduct and voice level, and by eating with the students. Parents are highly encouraged to dine with students in the cafeteria.
10. Creative, innovative methods will be used to keep noise levels appropriate.

NUTRITION
EDUCATION

The District shall implement, in accordance with law, a coordinated health program with a nutrition education component [see EHAB and EHAC] and shall use health course curriculum that emphasizes the importance of proper nutrition [see EHAA].

In addition, the District establishes the following goals for nutrition education:

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STUDENT WELFARE
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(LOCAL)

1. Students in prekindergarten through grade 12 will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
2. Teachers are encouraged to integrate nutrition education into core curriculum areas such as mathematics, science, social studies, and language arts as applicable.
3. Nutrition education will be offered in the school dining room and in the classroom, with coordination between school food service staff and teachers. Teachers can display posters, videos, Web sites, etc. on nutrition topics.
4. District campuses will participate in USDA nutrition programs such as "Team Nutrition" and conduct nutrition education activities and promotions that involve students, parents, and the community. The school nutrition team responsible for these activities will be composed of child nutrition services staff, student services staff, school nurses, health teachers, and physical education coaches.

MARKETING

Wellness messages will be marketed in the following ways:

1. Students will receive positive, motivating messages, both verbal and nonverbal, about healthy eating and physical activity throughout the school setting. All school personnel will help reinforce these positive messages.
2. Schools will consider student needs in planning for a healthy school nutrition environment. Students will be asked for input and feedback through the use of student surveys, and attention will be given to their comments.
3. Schools will promote healthy food choices and will minimize advertising that promotes less nutritious food choices.
4. Healthy eating and physical activity will be actively promoted to students, parents, teachers, administrators, the community at registration, PTO meetings, open houses, health fairs, teacher in-services, etc.
5. Schools will work with a variety of media to spread the word to the community about a healthy school nutrition environment, such as local newspapers and television stations.

IMPLEMENTATION

Implementation of the policy shall be as follows:

1. The SHAC shall be composed of parents and District staff.
2. Each Board member shall nominate two parents/community representatives to serve on the SHAC.

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3. Each campus principal shall select staff members, such as a teacher, nurse, counselor, or administrator to represent the campus.
4. The SHAC members from each campus will conduct a review of their respective campuses in the fall semester of each year to identify areas for improvement. These groups will report their findings to the campus principal and discuss areas of need with the SHAC.
5. The SHAC will hear reports from each campus group.
6. The Safety Audit Team will present pertinent campus findings to the SHAC and discuss recommendations.
7. The SHAC will report quarterly to the Superintendent on the progress of the committee and the status of compliance by the campuses.
8. Before the end of each school year, the committee will provide the Superintendent with any recommended revisions to the student nutrition/wellness plan.



SHARYLAND ISD
CHILD NUTRITION PROGRAM

Sharyland ISD Child Nutrition Program

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