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| **INSERT**  **LOGO** | **Meals in the Classroom (MIC) for TEACHERS insert name of school or building (as of insert date)** |
| **Goal** | Our goal for MIC in insert district is to ensure that insert goal statement.   * This is the place to share the mission of your program, something like:   + **All students receive daily school meals in a safe and comfortable environment so that they are ready to succeed in academic and social activities.**   **We know that teachers are essential to making MIC a success and thank you for helping everything run smoothly.** |
| **Need Help?** | If you have any questions or concerns, contact your cafeteria manager insert name, number and email or insert department name at insert number, email and name, if desired and let us know how we can help you. |
| **Location of Meals** | Meals in insert name of school or building will be served describe the location(s) of school meal service within the building.   * Describe where meals will be served and eaten:   + **Meals will be served and eaten in the classroom**   + **Meals will be served in the cafeteria, eaten in the classroom**   + **Describe other locations**   + **Include grade-level variations if appropriate** |
| **Preordering for Meals** | Families, teachers and staff may preorder meals using the system available at insert URL for accessing meal preordering system or describe process.   * Include if you have a preordering system; delete the entire row if you do not have one. |
| **Schedule of MIC** | The following meals will be served in your classroom at these approximate times: insert meals and range of times. **For more details, see the Meal Schedule template**. |
| **Delivery and Pickup during MIC** | Meals in insert name of school or building will be delivered by describe individual(s) who will deliver meals to the classroom. After MIC service is complete, insert who will take meal cart/bags, any remaining food, and rosters back to the cafeteria.   * Describe how meals will get to the classroom and materials back to the cafeteria:   + **Nutrition staff will deliver meals to classroom**   + **Student helpers will pick up meals in the cafeteria and bring them to the classroom**   + **Individual students will pick up a meal and bring it to the classroom**   + **Or describe different option** |
| **Missing Items in MIC Delivery** | Insert school name school nutrition team will do everything possible to deliver a sufficient number of complete meals, beverages, utensils, condiments and any special diet alternatives necessary for MIC. Please contact the cafeteria at insert phone number or extension as soon as you notice missing items so they can be delivered promptly. IF AVAILABLE, check MIC caddy or cupboard for missing items before calling for replacements. |
| **Distribution of MIC** | Once meals have been delivered to the classroom, describe individual(s) who will be responsible for distributing foods and beverages to individual students. Describe choice options (unitized meals or Offer versus Serve) as well as policy on taking a milk with a meal. |
| **Accountability for MIC** | **Accurate counting of meals and milks taken is essential so that insert name of district school nutrition program can be reimbursed for school meals**. In insert name school or building, names of students taking a meal will be checked by insert name of staff member using insert way names will be checked.   * Describe method for counting meals/milks using:   + **Paper roster**   + **list on tablet**   + **POS device**   + **Or describe other method** |
| **Food Allergies and Special Diets** | Any modified foods and beverages prescribed for students with allergies or special dietary needs will be labeled accurately before delivery to the classroom. Teachers and aides will receive training as necessary to ensure that at-risk students will be safe during MIC. Provide link to current policies. |
| **Identification of Students** | Overt identification of a child as eligible to receive free/reduced-price meals is not allowed. Insert school name must ensure that it does not disclose a child’s eligibility status at any point in the process of providing MIC. |
| **Sanitizing Surfaces** | Sanitizing high-touch classroom surfaces, including insert surfaces to be sanitized, will be the responsibility of insert person(s) responsible. |
| **Sanitizing Hands** | Students, teachers and staff will be responsible for sanitizing their hands using insert strategies for cleaning hands before and after meals.   * Describe how and where students and staff can sanitize their hands. * Indicate the location of handwashing posters or instructions. |
| **Time to Eat** | **In order for students to be well-nourished and ready to learn, they must have enough time to eat**. The **minimum amount** of time for MIC once students receive their meal at insert name school or building is: Breakfast insert number of minutes; Lunch insert number of minutes; Snack insert number of minutes; Supper insert number of minutes. |
| **Mealtime Environments** | The environment during MIC should be calm and comfortable so that students can enjoy their meals. **Strategies for creating a positive mealtime environment can be found on the Classroom Management and Social-Emotional Learning handouts.** |
| **Food Sharing and MIC Trash** | No food sharing is allowed among students. All leftover food must be returned to the student bringing food from home or sent back to the cafeteria. The collection of food waste and other trash from MIC is the responsibility of describe individual(s).   * Describe details of trash collection and responsibilities of both classroom staff and custodial staff. |