

NYC Department of
Education

BREAKFAST  **IN THE CLASSROOM**

 **FEED
YOUR MIND**

Tool Kit

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BREAKFAST IN THE CLASSROOM INTRODUCTION

Overview

Following the success of Breakfast in the Classroom in over 300 of our schools and in cities around the country, the City and the Department of Education have directed that all buildings housing only elementary schools receive Breakfast in the Classroom. Under this program, students will have an opportunity during the first 15 minutes of class to eat a free, nutritious and delicious breakfast with their classmates and get the fuel they need to be ready to learn.

Breakfast in the Classroom will be instrumental in alleviating hunger and ensuring students are ready to learn throughout the day. Although about three-fourths of our students qualify for free or reduced price lunches and all our schools offer free breakfast before school starts, less than a quarter of our students eat breakfast in our schools every day. This means that many of our students that need breakfast the most are not eating it or their families are spending precious resources buying food for breakfast. By making breakfast more convenient and by serving it in the classroom, we anticipate that schools with the program will have about 75 percent breakfast participation. It's a win for students, a win for their families, and a win for our schools.

How Does Breakfast in the Classroom Work?

The Breakfast in the Classroom program is relatively simple to implement. Each day, breakfasts are packaged in insulated bags and brought by SchoolFood staff or student monitors to the classrooms. Once in the classroom, each student picks a breakfast and eats at his or her desk while the teacher takes morning attendance, teaches a short lesson, or reads announcements. Students who do not want a breakfast do not need to take one. After eating, trash is put into an insulated bag that will be lined with a trash bag. The insulated bags are then returned to the kitchen and no food is left inside the classroom.

BREAKFAST IN THE CLASSROOM SCHOOL TRAINING GUIDE

Breakfast in the Classroom (BIC) is a breakfast service model that allows New York City to maximize the availability of free breakfast to students. This program ensures that students receive the proper nutrients and energy they need to think clearly, concentrate on learning, and perform better in class.

Service and Procedures

- **Classroom Delivery**
 - SchoolFood staff or Principal designee will carry breakfast transporters to the classroom for meal distribution.
 - Meal transporter bags are labeled with your classroom number; ensure you are receiving the correct transporter(s).
 - All meals must be served within 10-15 minutes of delivery to guarantee food safety.
 - Teachers should communicate with SchoolFood staff delivering food to the classroom to ensure that their classroom has the correct amount of meals each day to minimize excessive left-overs.
 - All unused meals are to be put in the transporter bags and sent back down to the cafeteria after service.
- **Student Ambassadors**
 - Teachers may designate students to act as Student Ambassadors to be classroom leaders to assist with the distribution of meals to other students.

Breakfast in the Classroom Meals

- Meals will be packed in a clear plastic bag that will contain two grain components and fruit. Students are not allowed to disassemble the bags. All items **must be** served in order to be in compliance with United States Department of Agriculture's (USDA) Nutrition Standards for school meals.
- BIC meals offer more than the three (3) required breakfast components mandated by the United States Department of Agriculture's (USDA) School Breakfast Program:
 - Two grains (including optional Meat/Meat Alternate)
 - Fruit (whole fruit, canned fruit and/or fruit juice)
 - Milk
- Cereal and additional milk and fruit are also offered daily upon request.
- If the Principal or a designee requests more BIC meals, the request must be approved by the School Food Service Manager (SFSM).

BREAKFAST IN THE CLASSROOM SCHOOL TRAINING GUIDE *(continued)*

Meal Accountability Procedures

- A weekly meal participation roster will be distributed to each teacher by the school administration on Friday afternoon for use in each classroom for the following week's breakfast service.
- Each day, the teacher will check-off the appropriate date and student name indicating that the student was served a complete breakfast.
- Attendance cannot be used to indicate that a meal was served.
- At the end of the breakfast service week, completed rosters will be submitted to the designated School Aide or SchoolFood kitchen staff point person.

Trash Removal and Transporter Retrieval

- Trash bags and paper towels are provided for each participating classroom.
- SchoolFood takes primary responsibility for collecting garbage from your classroom after BIC service.
- Teachers should contact the custodian for any large spills.
- At the end of meal service, trash bags should be tied closed and placed into the transporter bags to avoid spillage.
- Transporter Bag Retrieval:
 - All bags are left in the hallway outside the classroom door for collection by SchoolFood staff or Principal designee.
 - Transporter bags will be picked up no later than one hour after delivery.

SchoolFood Will Provide Mandated Classroom Signage Of:

- Monthly Breakfast Express Menu
- Public Notification of Anti-discrimination Policy
- And Justice for All Poster
- Choking Poster
- My Plate Poster



NOVEMBER 2015: Breakfast Express Menu

Monday	Tuesday	Wednesday	Thursday	Friday
2 Blueberry Bread Land O'Lakes® Mozzarella Cheese Stick Peach Fruit Cup	3 Election Day Lender's® Whole Grain Bagel with Cream Cheese & Jelly 100% Fruit Juice	4 Whole Grain Croissant with Grape Jelly Honey Roasted Sunflower Seeds Strawberry Banana Apple Sauce	New York Thursday 5 Upstate Farms® Cherry Vanilla Yogurt Nature Valley™ Oats 'n Honey Granola Bar • Champlain Valley NY Apple Slices	6 Cream Cheese Bagel-ful Seasonal Fresh Fruit
9 Apple Fruit Pocket Land O'Lakes® Cheddar Cheese Stick 100% Fruit Juice	10 Cinnamon Burst Pancakes Apple Sauce Cup	Veteran's Day 11 Carrot Zucchini Bread Kashi® Cereal Seasonal Fresh Fruit	New York Thursday 12 Upstate Farms® Peach Yogurt Blueberry Granola • Champlain Valley NY Apple Slices	13 Lender's® Whole Grain Bagel with Cream Cheese & Jelly Seasonal Fresh Fruit
16 Apple Bread Land O'Lakes® Colby Cheese 100% Fruit Juice	17 Lender's® Whole Grain Bagel with Cream Cheese & Jelly Cherry Apple Sauce	18 Whole Grain Croissant with Grape Jelly Honey Roasted Sunflower Seeds Seasonal Fresh Fruit	New York Thursday 19 Upstate Farms® Strawberry Banana Yogurt Apple Cinnamon Granola • Champlain Valley NY Apple Slices	20 Cherry Fruit Pocket Multi Grain Cheerios® Seasonal Fresh Fruit
23 Cinnamon Burst Pancakes Apple Sauce Cup	24 Lender's® Whole Grain Bagel with Cream Cheese & Jelly Seasonal Fresh Fruit	25 Apple Bread Multi Grain Cheerios® Cherry Craisins	Thanksgiving Recess 26 Upstate Farms® Strawberry Banana Yogurt Apple Cinnamon Granola • Champlain Valley NY Apple Slices	Thanksgiving Recess 27 Cherry Fruit Pocket Land O'Lakes® Colby Jack Cheese Stick Seasonal Fresh Fruit
30 Blueberry Bread Land O'Lakes® Mozzarella Cheese Stick Peach Fruit Cup			 <p>EVERY THURSDAY WE'RE PROUDLY CELEBRATING • LOCALLY SOURCED & PRODUCED FOOD</p>	

Offered Daily : Milk (1% low fat, fat free), Seasonal Fresh Fruit, Assorted Cold Cereal **Cold Cereal Choices** : Frosted Mini Wheats, Heart to Heart, Honey Sunshine, Toasted Oats, Multi-Grain Toasted Oats, Raisin Bran, Berry Whole Grain

BREAKFAST IN THE CLASSROOM FREQUENTLY ASKED QUESTIONS

Q1. What is Breakfast in the Classroom (BIC)?

- A.** Breakfast in the Classroom (BIC) is a program to serve more students a free breakfast. BIC ensures students receive the proper nutrients and energy they need for their instructional day.

Q2. Why did NYC decide to expand the Breakfast in the Classroom (BIC) program?

- A.** Breakfast in the Classroom (BIC) helps eliminate hunger by ensuring that more students eat breakfast each day. BIC is also a proven strategy to help students focus and do better in class. It is backed by the United States Department of Agriculture (USDA), the Healthy Schools Campaign, Share Our Strength, and others.

Q3. How does Breakfast in the Classroom (BIC) work?

- A.** Each day, breakfasts are packaged and brought directly to classrooms by SchoolFood staff or a Principal designee. Once in the classroom, each student will receive a breakfast meal if they desire one. Students will eat at their desk while the teacher takes morning attendance, reviews the day's lesson plan, and reads announcements. Breakfast normally takes about fifteen minutes. Trash is put into an insulated bag that will be lined with a trash bag. The insulated bags are then returned to the kitchen, so no food is left inside the classroom.

Q4. What are the advantages of Breakfast in the Classroom (BIC)?

- A.** Students who fail to eat a nourishing breakfast are not able to concentrate well, become irritable more quickly, and show hunger-related symptoms such as headaches and stomachaches. When breakfast is moved into the classroom and served to everyone, every student is able to start the school day ready to learn without hunger-related disruptions. Reports on BIC have shown fewer incidents of student lateness, fewer visits to the school nurse, and improved attendance.

Q5. Are students required to participate?

- A.** No. No student is ever required to take any meal offered by SchoolFood, including breakfast and lunch. The number of BIC breakfasts delivered is based on the number of children who eat the breakfast. Therefore, if only 5 children eat BIC on a given morning, only 7 BIC meals will be provided the following morning.

Q6. Most of the students at my school already eat breakfast at home before they come to school. Why do they need to have a second breakfast?

- A.** BIC meals are intended for children who are hungry. Those who don't eat breakfast at home will have access to a healthy and nutritious meal to start their day. No child who does not want to eat or has already eaten is required to eat a second meal. The number of breakfasts delivered to the classroom is based on the number of children who are actually eating each day.

BREAKFAST IN THE CLASSROOM FREQUENTLY ASKED QUESTIONS (continued)

- Q7. There are only a few students at my school who are eligible for free or reduced-price lunches. Why do I need Breakfast in the Classroom (BIC)?**
- A. In NYC, about three-fourths of the students qualify for free or reduced-price lunches based on their household income level. Many more families have incomes that are near but just above this threshold. For the families of these students in particular, a free and healthy breakfast can be invaluable. Since a child can be hungry in any community, BIC will be available so that he or she may eat breakfast and succeed at school that day.
- Q8. How long does it take children to eat in the morning? Doesn't that subtract from instructional time?**
- A. Breakfast in the Classroom takes about 15 minutes each day. Many teachers use the time to conduct their usual morning activities, like collecting homework and taking attendance. Others use the opportunity as a teaching moment, where students learn about nutrition and health, as well as sustainability and recycling. Other teachers use the time to ask students to read or do individual work. *This period is an investment in the rest of the school day.* When students eat breakfast, the rest of the school day is more successful.
- Q9. What is included on the Breakfast in the Classroom (BIC) menu?**
- A. Breakfast in the Classroom (BIC) serves the Breakfast Express Menu available at this [link](#). Breakfasts include two grain components and fruit every day. Students may also request cereal and milk on any day as well. The breakfast menu exceeds the United States Department of Agriculture (USDA) Nutrition Standards for School Meals.
- Q10. Do teachers need to go around opening containers and assisting with breakfast service for younger children?**
- A. Teachers have reported that younger students can be taught how to open these items on their own. These are the same items that students are served in the cafeteria. Teachers have also reported using these exercises as learning opportunities.
- Q11. Some foods are challenging for smaller children. Can principals choose what food packages are included for various grades? For example, can items like oranges that require peeling be omitted?**
- A. SchoolFood's menus are based on the United States Department of Agriculture's (USDA) meal patterns. The meal pattern cannot be adjusted, however, certain items like oranges can be replaced with other fruit items to accommodate the needs of students.
- Q12. What does clean-up entail? Who helps with clean-up if there is no classroom para?**
- A. Most clean-up is easy for students to do on their own. When students are finished with breakfast, they can place the items in the insulated bag, which is lined with a trash bag. Menu items are designed to be easy to serve, and to minimize the burden of clean-up. SchoolFood provides paper towels and encourage using them as a placemat during service to facilitate the clean-up.

BREAKFAST IN THE CLASSROOM FREQUENTLY ASKED QUESTIONS (continued)

Q13. Will the milk need to be separated as it is in the cafeteria? If so who is responsible bringing the buckets up and down?

- A. Milk is delivered in a separate, smaller transporter bag just for this purpose. Opened milk containers can be discarded in the trash bag provided in each classroom. We only send enough milk for the students who want it.

Q14. Will schools still receive funding for a School Aide in the morning?

- A. School Aides paid for by SchoolFood will continue working in schools, helping to pack and record meals.

Q15. Do schools with Breakfast in the Classroom (BIC) programs have to worry about problems with pests?

- A. SchoolFood's Integrated Pest Management team works hard to ensure schools do not have problems with pests. SchoolFood has not seen any correlation between Breakfast in the Classroom and an increase in inspection failures related to food in the classroom. In fact, many have noticed that BIC has encouraged students to be neater.

Q16. Some parents drop off children early. In the past, these children ate breakfast in the cafeteria. If breakfast is now being served in the classroom, will we still have early drop off? What will children do in the cafeteria if they are not eating?

- A. Yes. Many principals who currently have Breakfast in the Classroom in their schools continue to use the cafeteria as an early drop off location. Children can spend their time before class on several activities, including reading, talking with friends, reviewing homework, or playing appropriate board games.

Q17. Over 50% of students in my school come by school bus and arrive early. Can I continue to serve them breakfast in cafeteria?

- A. No. Breakfast in the Classroom replaces breakfast that was served in the cafeteria. But schools may continue to use the cafeteria as an early drop off location.

Q18. How does a school make up the loss of instructional time? 15 minutes a day is equal 45 hours over the course of the school year.

- A. Breakfast in the Classroom can be an enriching time of the day that is aligned with the instructional goals of your school. See page 10 of this Tool Kit for suggestions and best practices for teachers.

Q19. Can I open my school later now that I will have BIC at my school?

- A. Principals are encouraged to maintain the school opening schedule to reduce disruption to families and to avoid any potential conflicts in school bus arrangements. To discuss this option further, contact your Borough Field Support Center Operations Manager, and contact your Superintendent to obtain approval. BIC does not affect the start of the instructional school day. Session times remain the same. Contact the session time administrator for related questions.

BREAKFAST IN THE CLASSROOM FREQUENTLY ASKED QUESTIONS (continued)

Q20. The PTA and/or SLT are not happy with the Breakfast in the Classroom (BIC) rollout at our school. Is someone available to speak to my parent community about this initiative?

- A.** Please send any feedback and concerns to BreakfastintheClassroom@schools.nyc.gov. The appropriate office will contact you to coordinate what day and time a BIC food tasting and Q&A session may be scheduled at your school for your PTA and or SLT.

Q21. Does SchoolFood have a food allergy policy?

Yes. The full food allergy policy can be found at this [link](#) on the SchoolFood website. The major common food allergens are:

Milk, Eggs, Peanuts, Tree Nuts, Soy, Wheat, Fish, and Shellfish

SchoolFood staff works closely with school nurses to ensure that the needs of students with food allergies are met. The daily [menu](#) offers more than one option for students to enjoy. Below are some tips you may find helpful when implementing the BIC program:

- Identify and document each student’s allergy and have the recommended treatment plan in case of an allergic reaction. Be sure that an emergency kit is available that contains epinephrine auto injectors.
- Work with parents, the school nurse, and other appropriate school personnel to determine if any classroom modifications are needed to make sure that students with food allergies can participate fully in the BIC program. For example, consider allergy friendly seating arrangements in the classroom.
- Review the day’s menu for possible allergens. Read the food labels vigilantly. The Food Allergen Labeling and Consumer Protection Act requires that labels of food containing major allergens note the allergen in plain language in the ingredient list. For examples “albumin (egg)” or “Contains Milk, Wheat.” The SFSM can assist with providing labels for products.
- Encourage students to clean their hands before and after handling or consuming food.
- Students should not trade food with others.
- Students should not eat anything with unknown ingredients or known to contain any allergen.
- Student should be proactive in the care and management of their food allergies and reactions based on their developmental level.

BREAKFAST IN THE CLASSROOM SUGGESTIONS FOR TEACHERS

The Department of Education encourages you to use this guide as a resource for how to use the time when breakfast is being served in classrooms.

Breakfast in the Classroom is a great opportunity for students to enjoy a meal as a class, and learn the importance of eating together – an experience we all too often miss in our busy lives. *This time is an investment in the rest of the school day.* When students eat breakfast, they are well nourished-- setting them up for a more successful school day.

Breakfast in the Classroom takes only about 15 minutes at the start of each school day. Many teachers use the time during breakfast to conduct the activities they usually conduct first thing in the morning, like collecting homework and taking attendance. Others use the opportunity as a teaching moment.

Below are some optional suggestions for how to use BIC time. Suggestions are based on the experiences of teachers and principals who have Breakfast in the Classroom in their schools:

Operational Suggestions

- Designate students to serve as “Student Ambassadors” and assist with the distribution of meals to other students. Rotate students handing out food or cleaning up as part of their classroom roles.
- As each child arrives, simultaneously take attendance and note which students take a breakfast as they enter the room.
- Use the time to:
 - Collect homework
 - Discuss current events
 - Engage in quiet reading time
 - Have students do individual classwork
 - Teach students about nutrition and health, as well as sustainability and recycling

Content Suggestions

- Create breakfast partners and have students work together on a “Do Now” discussion question on the board.
- Have a “Word of the Day” related to BIC, or the vocabulary used in some of your curriculum.
- Encourage friendships among classmates by using BIC time to have students learn a fact from a student they do not know and share with others at their table.

BREAKFAST IN THE CLASSROOM SUGGESTIONS FOR TEACHERS *(continued)*

- Read Nutrition Labels and use them for learning fractions, decimals and percentages.
- Farm to Store: Have students explore the process the food takes to get from the farm to the store (agriculture, transportation, etc.) as part of their history or social studies classroom work.
- Have students explore ingredients and think about the ratios.
- Use ratios to have a science discussion about how quantity of materials changes the product.
- Have students learn about fractions by cutting their food into halves, quarters or thirds based on the fraction unit.
- Healthy Games: Students get points for making healthy breakfast/food choices throughout the day.

BREAKFAST → CLASSROOM



Create Your Healthy Plate!

TO CREATE YOUR HEALTHY PLATE
TAKE 3, 4, OR 5 ITEMS
ONE OF WHICH NEEDS TO BE A **FRUIT OR VEGETABLE**

ChooseMyPlate.gov

• **Make Half Your Plate Fruits & Vegetables**

• **Half the Plate for Grains**

• **Get More of Whole Grains**

• **Get More Protein**

• **Get More Dairy**

"AND JUSTICE FOR ALL"

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CHOKING

Ask "Are you choking?"
Call 911 if person can't speak or breathe

Person is awake
Make a fist.
Place it above the person's belly button, well below the rib cage.
Pull sharply, inward and upward.
Continue until the food comes out or the person can breathe.

Person stops responding
Open the mouth. If food is there, take it out. If food is not visible, tilt the person's head back.
Pinch the person's nose. Place your mouth over the person's mouth and give two breaths.
Push hard repeatedly in chest center for 20 seconds. Check breathing. Repeat from start.



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It is the policy of the Department of Education of the City of New York to provide equal employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, ancestry, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender bias, military status, pregnancy status, prior record of arrest or conviction (except as permitted by law), professional gender characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation.

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Internal Resources	External Resources
<p>The Office of Equal Opportunity New York City Department of Education 85 Court Street • Room 1188 Brooklyn, New York 11201 Tel: 718-625-3029 Fax: 718-625-3231 Website: www.doe.nyc.gov/eo</p> <p>Questions regarding Title VI compliance should be referred to: Jennifer Becker, Title VI Coordinator 85 Court Street, Room 1182 Brooklyn, NY 11201 Tel: 718-625-4267 E-mail: JBecker@doe.nyc.gov</p>	<p>U.S. Equal Employment Opportunity Commission New York District Office 110 Broadway, 30 Floor New York, New York 10038 212-268-9020</p> <p>New York State Division of Human Rights 11 Park Street, 4th Floor Rensselaer, New York 12150 Tel: 518-537-8317</p> <p>Office for Civil Rights New York Office U.S. Department of Education 32 Old Slip, 20th Floor New York, NY 10038-2000 646-424-3000</p> <p>New York City Commission on Human Rights 40 Rector Street New York, New York 10006 212-324-3275</p>