

Student, Staff and School Community Meals & Refreshments Guidelines



SCHOOLS xxx2826 0697 780X4 (McKenzie Scott Donation)

School-based employees and community events: Schools may provide food/beverages and other small recognition items valued at less than \$25 per person to staff or to community members for the purpose of celebrating, honoring, and recognizing the staff or school community. These events are intended to recognize groups of staff rather than individual staff members.

Student events, celebrations, and recognitions: At least half an hour after the last lunch period ends, schools may provide Smart Snack compliant food/beverages to students for the purpose of celebrating, honoring, and recognizing the students and their accomplishments. [Smart Snack guidelines](#) must be followed until thirty minutes after the last bell rings. Some after school student enrichment may qualify for [free after school meals](#).

DEPARTMENT/DIVISION ADULT FOOD GUIDELINES xxx1220 0616 900XQ (General Fund)

Central office activities must have Cabinet-level approval to provide food/beverage or employee recognitions. These purchases must be reasonable* and directly connected to Climate & Culture. Any employee recognition items must be less than \$25 per person. Department flex funds (900XS) are not permitted for adult food/items.

ADULT REFRESHMENT FOR ASST SUPT ADMIN MEETINGS xxx1052 0616 900XQ (General Fund)

Reasonable* food or staff recognition items for exemplary achievement (e.g., awards for perfect attendance, retirements, etc.) may be provided to support central office meetings, trainings, events, or staff recognition where school-based staff are expected to attend. Department flex funds (900XS) are not permitted for adult food/items.

***Reasonable** food purchases will be determined on a per-participant basis

Breakfast hours	Until 10am	\$	8
Lunch	10:00 - 3:00	\$	10
Dinner	After 3:00	\$	12
Student group banquets at commercial sites	After 3:00	\$	25

Exceptions must be approved in writing/email by a Cabinet member. Activity funds are not subject to these Guidelines.