

# SAISD BREAKFAST IN THE CLASSROOM

BIC TRAINING





Learners will be able to understand



- Students that are hungry for food cannot be hungry for knowledge. Addressing students' basic needs is a precursor to students' learning. Access to food and feeling secure are crucial to students' academic success.
- The SAISD Child Nutrition Department offers breakfast every day.
- SAISD Child Nutrition Services offers the model, Breakfast in the Classroom. This model allows students to eat breakfast in their classroom after the official start of the school day. This training will focus on Breakfast in the Classroom (BIC).

# TOPICS RELATING TO BREAKFAST IN THE CLASSROOM



Benefits of Healthy Breakfast

What is offered for Breakfast?

What is a Reimbursable Meal?

BIC Procedures for Elementary Schools

Use of Mosaic – Elementary Schools

BIC Procedures for High Schools, Middle Schools,  
and Academies (6-8)

Use of Rosters – High Schools, Middle Schools  
and Academies (6-8)

Reducing Food Waste/Food Insecurity  
Campaigns

Special Diets

BIC Reminders for All Campuses

Food Safety Considerations



Studies have consistently shown that students who eat breakfast benefit nutritionally and educationally.

School breakfast resulted in:

- Increased math and reading scores
- Fewer nurse's office visits
- Improved classroom behavior
- Improved attentiveness reported by teachers
- Improved performance reported by parents





# What's for Breakfast?



MILK  
Choice of 1%, Fat -Free White or Fat-Free Chocolate or Strawberry



FRUIT  
100% Juice & Fruit

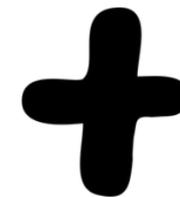


GRAINS (ENTRÉE ITEM) or Crispito, Whole Grain Mine Mapple Waffles (no syrup), etc



# What is a Reimbursable Meal?

Each student must receive a Complete Meal! This must include ALL breakfast items.



A Complete Meal!



# ELEMENTARY BIC DISTRIBUTION METHOD

- Teachers set the items out on each student's desk before school starts or after the bell rings.
- Teacher marks the student's name in Mosaic as each student receives All breakfast menu items.
- Blue folder should be provided. Contains backup roster (for emergency use) and Special Diet information leaflet.



## MOSAIC - ELEMENTARY SCHOOL

- Breakfast should be completed and submitted by no later than 9 a.m.
- Teacher will continue to be provided breakfast
- Do not hold meal in classrooms for late students
- Late students should get breakfast in the cafeteria
  - Counting of meal will be handled by manager

A screenshot of the MOSAIC login interface. At the top center is the logo for "Heartland MOSAIC POINT OF SALE", where "MOSAIC" is in large white letters and "Heartland" and "POINT OF SALE" are in smaller white text. Below the logo are two white input fields: "Username" on the left and "Password" on the right. Under the "Username" field is a link that says "Forgot your password?". To the right of the "Password" field is a green button with white text that says "Log In". The entire interface is set against a dark background.

Heartland  
**MOSAIC**  
POINT OF SALE

Username Password

Forgot your password? Log In



# MOSAIC SERVING IN THE CLASSROOM REFRESHER!

- Meals are to be counted for each student who receives a reimbursable meal.
- Meals will be counted using Child Nutrition Software: Mosaic-Serving In the Classroom. The website can be accessed when you log in to the SAISD Employee Portal <https://livesaisd.sharepoint.com/sites/saisdportalclassic>
- Go to Content Pane and click on Mosaic Login.

The screenshot shows the SAISD Employee Portal interface. At the top, there are navigation links for 'mySAISD Employee Portal', 'SAISD District Website', 'SharePoint Sites', and 'Feedback'. Below this is the 'Employee Portal' header. A left-hand navigation pane lists various services, with 'Mosaic Login' highlighted in yellow. A red arrow points to this link. The main content area features a blue banner for 'Click here for 2023-2024 School Year General Pay and Compensation'. Below the banner are several tiles: 'Always Learning' (Add your voice. Share your ideas.), 'Technology Portal' (Submit a ticket + Guides + Troubleshooting), 'SAISD COVID READY', and 'MARKETING TOOLKIT' (LOGOS · LETTERHEADS · REQUESTS). A 'News' section is visible at the bottom, with a red arrow pointing to the 'Mosaic Login' link in the navigation pane.



The screenshot shows the login interface for 'Heartland... MOSAIC POINT OF SALE'. It features a dark background with white text and input fields. The 'Username' field contains the text 'herff'. The 'Password' field is obscured by three dots. A green 'Log In' button is positioned to the right of the password field. Below the login fields, there is a link for 'Forgot your password?' and a message indicating 'Not Authorized to access'.

## MOSAIC - SERVING IN THE CLASSROOM

- Username - type the CAMPUS NAME
- Password - type CAMPUS NUMBER
- Click the green **Log In** button





## MOSAIC - SERVING IN THE CLASSROOM

Serving in the Classroom

School Name: Herff Academy - 00132

Serving Period: Breakfast

Serving Date: May 2023

Su	Mo	Tu	We	Th	Fr	Sa
					12	

Cancel Continue

Click the dropdown and select the correct Serving Period - **Breakfast**

Make sure the date is the Current Day. It should automatically be set to the Current Day.

Click the green **Continue** button

The process from this point is exactly the same for each Meal Period.

\*If you select the wrong meal period, please notify the manager immediately.\*



## SEARCH FOR TEACHER'S NAME

A screenshot of a search interface with a dark background. It features several input fields: 'Last Name' (text input), 'First Name' (text input), 'POS ID' (text input), 'District ID' (text input), 'Grade' (dropdown menu), 'Homeroom' (dropdown menu with a green plus icon), and 'School' (dropdown menu showing 'Herff Academy'). At the bottom are three buttons: 'Lookup Mode' (green), 'Reset' (red), and 'Search' (blue). A red arrow points to the 'Homeroom' dropdown menu.

The following screen will allow access to the Homeroom by Teacher name.

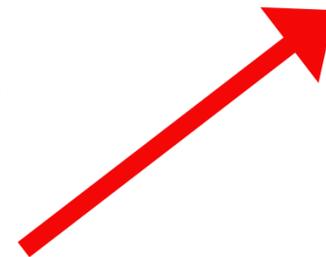
Click the Homeroom drop-down arrow and select your name.



# SELECT STUDENTS WHO RECEIVED A MEAL

- Verify that the correct classroom has been selected by checking list of students.
- Verify that the date is correct.
- Click only on the students who took a meal.

Green box indicates student had been selected as taking a meal.



Arnold Elementary School      Homeroom/Teacher: Agustin Hernandez      User Name: arnold

ServingPeriod: Breakfast      Total Students: 19  
Date: 05/18/2023 (Thursday)      Students Selected: 13  
Prior Meals Sold: 0

BUSTAMANTE, FERNANDA POS ID: 866866	CAMPOS, DERRICK I POS ID: 805555	CAMPOS, JOCELYN N POS ID: 805555	CORONILLA, KASLYN N POS ID: 855477	GAONA, ADAN G POS ID: 805555
GARCIA, ALEJANDRO R POS ID: 805555	GARCIA, ASHLEY POS ID: 805555	GARCIA, BRIANA G POS ID: 805555	GARZA, KATERYN N POS ID: 805555	GAYTAN SUAREZ, AXEL A POS ID: 805555
GONZALEZ, HECTOR S POS ID: 805555	LOPEZ, MIA B POS ID: 820000	NIETO-SILVA, BRITTANY Y POS ID: 805555	PALOS, JOSELIN D POS ID: 805555	RAMIREZ-ERAZO, ALEXANDER D POS ID: 805555
ROSECHAUX, EVAN A POS ID: 805555	SANCHEZ, ATLAS POS ID: 805555	SANCHEZ, DENNIS J POS ID: 805555	VILLANUEVA PORTILLO, LENIN J POS ID: 855477	



## SELECT STUDENTS WITH SPECIAL DIET WHO RECEIVED A MEAL

If you click a student with a special diet (highlighted purple) you will see the following alert.

CAMPOS, DERRICK I POS ID: ████████	CAMPOS, JOCELYN N POS ID: ████████
GARCIA, ASHLEY POS ID: ████████	GARCIA, BRIANA G POS ID: ████████
LOPEZ, MIA B POS ID: ████████	NIETO-SILVA, BRITTANY Y POS ID: ████████
SANCHEZ, ATLAI POS ID: ████████	SANCHEZ, DENNIS J POS ID: ████████

Warning

Student has Medical Alerts!

Special Diet

OK

Take note of the alert and make sure the correct meal is labeled with the student's initials and a SD label.





# MEAL COUNTS SUBMITTED TO MANAGER!

San Antonio ISD

POS > Serving in the Classroom > Serving in the Classroom Search > Serving in the Classroom Sales

Arnold Elementary School

ServingPeriod: Breakfast

Date: 05/18/2023 (Thursday)

Total Students: 19

Students Selected: 14

Prior Meals Sold: 0

Buttons: New Search, Sell All, Clear All, FINISH

Student List (Partial):

- BUSTAMANTE, FERNANDA
- CAMPOS, DERRICK I
- CAMPOS, JOCELYN N
- CORONILLA, KALEYI N
- GAONA, ADAN G
- GARCIA, ALEJANDRO R
- GARCIA, ASHLEY
- GARCIA, BRIGANA G
- GARZA, KATERYN N
- GAYTAN SUAREZ, AXEL A
- GONZALEZ, WECTOR G
- ROBICHAUX, EVAN A
- PALOS, JOSELYN D
- RAMIREZ-SRAGO, ALEXANDER D
- VILLANUEVA PORTILLO, LAREN J

Sales Results

Meals Sold:	14
Meals Not Sold (Low Funds):	0
Meals Not Sold (Medical Alert):	0
Meals Not Sold (Other):	5
Prior Meal Purchases:	0

Buttons: Print, Ok

- 1 After clicking the FINISH button, the next screen will show how many meals were sold. Click OK green button.
- 2 Once the OK button has been clicked, meal counts will be transferred to CN Manager.
- 3 After clicking **OK**, log out by clicking the down arrow icon, on the upper right corner, and select Logout.



# 5 DAY CLASSROOM ROSTERS (POS weekly roster report)

- In the event of a computer failure or unable to access a computer, Teacher is provided a 5 -Day Classroom roster to record meals served.
- The 5-Day Classroom roster is found in the BIC blue folder.
- Use blue or black ink.
- If student is not listed, be sure to write in the student's name.
- Place the 5 -Day Classroom roster back in the BIC folder.

**POS Weekly Roster Report** Heartland School District

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Begin Grade Range : K End Grade Range : K  
 Group By : Homeroom

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**T. Jefferson Elementary** Week of \_\_\_\_\_  
Serving Period \_\_\_\_\_

Felder-K						
Name	POS ID	Mon/\$ Amt	Tue/\$ Amt	Wed/\$ Amt	Thu/\$ Amt	Fri/\$ Amt
Caples, Eric	128200	<input type="checkbox"/> \$ _____				
Cole, Craig	156640	<input type="checkbox"/> \$ _____				
Coppa, Linda	164487	<input type="checkbox"/> \$ _____				
Darrow, Mandy	187102	<input type="checkbox"/> \$ _____				
Dobbins, Jamie	220580	<input type="checkbox"/> \$ _____				
Harner, Vicki	352060	<input type="checkbox"/> \$ _____				
Hossenlopp, Jessica	387640	<input type="checkbox"/> \$ _____				
Keenan, Eric	424646	<input type="checkbox"/> \$ _____				
Lambiase, Randy	462467	<input type="checkbox"/> \$ _____				
Lovell, Vicki	487255	<input type="checkbox"/> \$ _____				
McCauley, Jamie	522897	<input type="checkbox"/> \$ _____				
Rotolo, Scott	695926	<input type="checkbox"/> \$ _____				
Simonetti, Gary	758695	<input type="checkbox"/> \$ _____				
Stockwell, Jessica	804549	<input type="checkbox"/> \$ _____				



## BIC DISTRIBUTION METHOD

Approved for High Schools, Middle Schools, and Academies (6 -8) campuses:

- Teachers set the items out on each student's desk before school starts or after the bell rings.
- Do not allow students to handle or pick up food items from coolers.
- Teacher marks the BIC Roster as each student receives All breakfast menu items.



# BIC ROSTERS - HIGH SCHOOLS, MIDDLE SCHOOLS, AND ACADEMIES (GRADES 6 - 8)

- Teacher will be provided a BIC roster in the blue BIC Folder everyday.
- The BIC roster must be completed by Teacher using blue or black ink.
- Mark each individual box with an “X” or diagonal slash “/”. This will indicate that student received a reimbursable meal. Do not run single line through the boxes as this is not acceptable.
- Place the roster back in the folder and return with unserved breakfast meals.

BREAKFAST ROSTER					
CAMPUS:	Bowtie High		FOLDER:	1	
TEACHER:	Garcia	ROOM:	115	MONTH:	August
DATE	MONDAY 4/10/2023	TUESDAY 4/11/2023	WEDNESDAY 4/12/2023	THURSDAY 4/13/2023	FRIDAY 4/14/2023
# of Meals Sent to Room - To be completed by Mgr	15	15	15	15	15
To Be Completed by Teacher:	1 2 3 4 5 6	1 2 3 4 5 6	1 2 3 4 5 6	1 2 3 4 5 6	1 2 3 4 5 6
Mark Off Box Using (X)	7 8 9	7 8 9	7 8 9	7 8 9	7 8 9
For Each Complete Meal Issued to a Student.	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
A Complete Meal = All Food Items.	13 14 15 16 17 18 19 20	13 14 15 16 17 18 19 20	13 14 15 16 17 18 19 20	13 14 15 16 17 18 19 20	13 14 15 16 17 18 19 20
Example: If 17 Students Received a Meal, There Should be 17 Boxes Marked (X).	21 22 23 24 25 26 27 28 29	21 22 23 24 25 26 27 28 29	21 22 23 24 25 26 27 28 29	21 22 23 24 25 26 27 28 29	21 22 23 24 25 26 27 28 29
*Marked Boxes Reflect Student Meals Received NOT Attendance.	30 31 32 33 34 35 36 37 38 39 40	30 31 32 33 34 35 36 37 38 39 40	30 31 32 33 34 35 36 37 38 39 40	30 31 32 33 34 35 36 37 38 39 40	30 31 32 33 34 35 36 37 38 39 40
<b>TO BE COMPLETED BY CHILD NUTRITION SERVICES</b>					
TOTAL STUDENTS SERVED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TEACHER MEAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TEACHER SIGNATURE: _____	MANAGER SIGNATURE: _____				
<small>SIGNATURE INDICATES THAT STUDENTS TOOK COMPLETE MEALS</small>			<small>SIGNATURE INDICATES THAT ALL COUNTS ARE TRUE AND CORRECT</small>		
<b>ALL UNSERVED BREAKFAST ITEMS MUST BE RETURNED TO CAFETERIA</b>					



# EAT NOW OR SAVE IT FOR LATER!

Students are permitted to save menu items for consumption at a time BUT it must not require heating or cooling due to food safety reasons.

Students (not teachers or adults) may keep any of the non-perishable food items listed below:

- Unopened Cereal
- Uncut Fresh Fruit (Apples, Oranges, Bananas, Pears)
- Unopened Fruit Cups or Applesauce
- Unopened Dried Fruit
- Unopened Snack Packs – Crackers, Grahams, Pretzels, Chex, Cereal Bars, etc.



**😊 Eat Now or Save it for Later 😊**

**Eat Now during meal time...**

**OR**

**Use the share table!**

*Have more energy and be stronger!*

Encouraging students to eat more nutritious foods and minimize food waste.

**Save it for Later**

😊 = Eat Now or Save it for Later

SAISD  
CHILD NUTRITION SERVICES



# SHARING TABLE FOR STUDENTS ONLY



Put



and



in the ice bin.



☺ Leave whole fruit, unopened fruit cups, cereal bowls, cereal bars, & breakfast kits on the table. ☺



☺ = Eat Now or Save it for Later

Don't waste!  
Show you care and SHARE!



## SHARING TABLE

- Set up a designated sharing table.
- During Breakfast in the Classroom, students may place any unwanted non-perishable item(s) on the designated share table.
- Items cannot remain on the sharing table after meal service.



# San Antonio ISD Child Nutrition Services Special Diet Awareness

## Roles and Responsibilities:

- It is required by the USDA to provide special diet accommodations to students with medical disabilities and conditions.
- Special diet meals must be prepared, served, and consumed at school in accordance with the SAISD CNS Special Diet Protocol to protect and nourish all students.

## SPECIAL DIET FACTS:

SAISD CNS serves over 1,000 special diet meals per day.

Special diet meal accommodations and restrictions vary depending upon the student's medical condition.

Special diet menus are created according to the medical disability listed by the medical authority on the Special Diet Form.

While a medical signature may not be required every year, SAISD CNS Department requires that a special diet form be submitted annually with a parent signature.

The campus nurse is provided with a copy of each student's Special Diet File.



## HOW ARE SPECIAL DIET STUDENTS PROTECTED?

- SAISD CNS has developed a strict special diet protocol.
- Special diet meals are prepared according to special diet menus, created by the dietitian or nutritionist, in line with the student's medical form.
- Purple special diet tags are attached to coolers, cambros, etc. when transporting special diet meals away from the cafeteria.
- Special diet alerts appear on the register at the point of sale

## WHAT TO DO?

- If a special diet student receives an item that is not labeled with a purple sticker *do not* let the student consume the meal; contact the kitchen manager or campus nurse.
- Discourage students on a special diet from sharing food.
- Visit the CNS website and click the "Special Diets" link for more information on special diets.
- If you have other questions concerning special diets please contact the District Dietitian at 210-554-2290.

# SPECIAL DIET AWARENESS



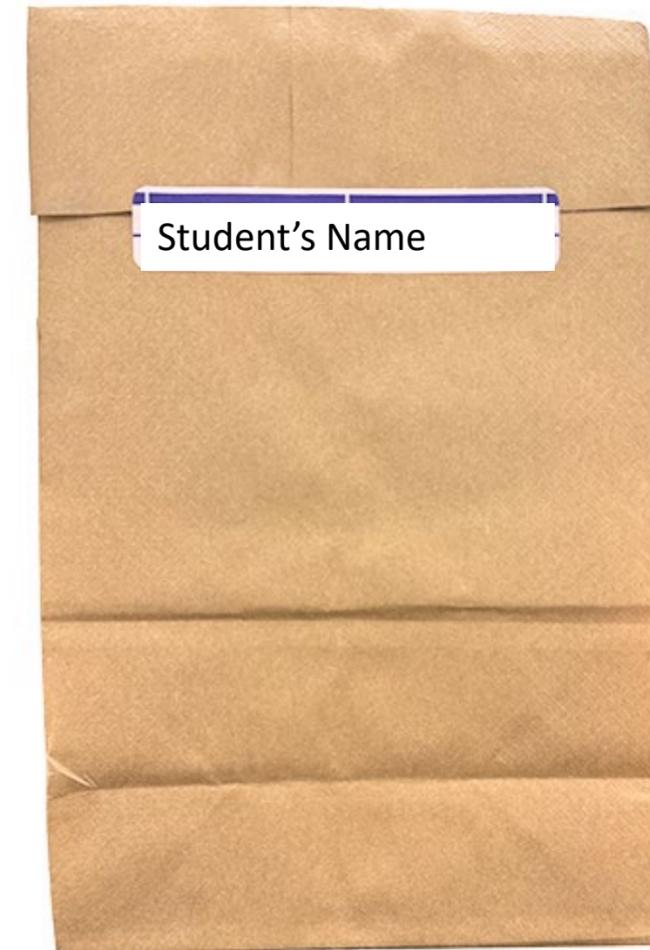
## SPECIAL DIETS

Purple 'Special Diet' tags will be on BIC coolers/thermals and cambros to indicate that a student in the class is on a Special Diet and the Special Diet breakfast meal/beverage is included.



## SPECIAL DIETS

- The Special Diet breakfast will be wrapped individually and identified with the student's name.
- This will occur EVERYDAY, even if the student can have the same menu as the other students.
- IF NOT, contact the Child Nutrition Manager and DO NOT serve the student.





## SPECIAL DIETS - MOSAIC

Students on a Special Diet will be highlighted in purple and have a medical alert symbol.

 CAMPOS, DERRICK I POS ID: [REDACTED]	 CAMPOS, JOCELYN N POS ID: [REDACTED]
 GARCIA, ASHLEY POS ID: [REDACTED]	 GARCIA, BRIANA G POS ID: [REDACTED]
 LOPEZ, MIA B POS ID: [REDACTED]	 NIETO-SILVA, BRITTANY Y POS ID: [REDACTED]
 SANCHEZ, ATLAI POS ID: [REDACTED]	 SANCHEZ, DENNIS J POS ID: [REDACTED] 

## BIC REMINDERS FOR ALL CAMPUSES

- Food cannot remain in the classroom overnight due to food safety and pest control reasons.
- All opened items must be discarded in the trash bags provided. Food **CANNOT** remain in the classroom. Be sure to place trash bag in designated area.
- Return all unserved breakfast items in the BIC bag/cooler to the cafeteria.



# FOOD SAFETY CONSIDERATIONS

Wash hands and wear gloves prior to passing out the food items.

## HAND WASHING HOW TO:



**1** WET YOUR HANDS AND ARMS WITH RUNNING WARM WATER.



**2** APPLY ENOUGH SOAP TO BUILD UP A GOOD LATHER.



**3** VIGOROUSLY SCRUB HANDS & ARMS for at least 10-15 seconds. Clean the finger tips, under fingernails, and between fingers.



**4** RINSE HANDS & ARMS THOROUGHLY UNDER RUNNING WARM WATER.



**5** DRY HANDS & ARMS with a single-use paper towel or hand dryer. Use a paper towel to turn off the faucet. If leaving the restroom, use a paper towel to open the door.

For more information and resources on food safety, visit:

[foodsafetyfocus.com](https://foodsafetyfocus.com)



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For further information or if you have any questions:

Visit the CNS web page [www.saisd.net/page/nutrition-home](http://www.saisd.net/page/nutrition-home) or contact any member of the Child Nutrition Services Staff at:

Phone Number: 210.554.2290



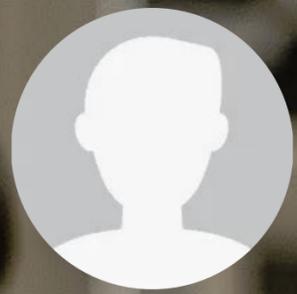


## SUMMARY:

- Students who eat breakfast benefit nutritionally and educationally.
- The SAISD Child Nutrition Department offers breakfast every day.
- The Breakfast in the Classroom model allows students to eat breakfast in their classroom.
- A complete breakfast meal includes ALL the breakfast items offered.
- Accurate recording of meals served is crucial to the program.
- Special Diets are available in Breakfast in the Classroom.
- Food Safety Considerations are important in serving Breakfast in the Classroom.



You have now completed the training. Please return to Vector Solutions and complete the final assessment.



THANK YOU FOR  
YOUR SUPPORT OF  
BREAKFAST IN THE  
CLASSROOM!

