

## DCPS & Chefs Move to Schools

The DCPS Office of Food and Nutrition Services (OFNS) is proud to support the USDA's Chefs Move to Schools Program in coordination with ongoing nutritional and educational initiatives.

### **Background**

This year DC Public Schools has made major improvements in the nutritional content and quality of school food. Two new food service providers, DC Central Kitchen and Revolution Foods, provide healthy "from scratch" and "portable" meals to fourteen pilot schools. Chartwells-Thompson provides nutritious meals to the remaining 106 schools. All vendors abide by DCPS' nutritional standards, which exceed the requirements of the DC Healthy Schools Act.

Many DCPS elementary and K-8 schools now offer Breakfast in the Classroom to encourage student breakfast participation. Middle and High school students take their breakfast to go from conveniently located breakfast kiosks. In addition, a supper meal is now offered to all students participating in DCPS after care.

For more information about DCPS Food Service and to view school menus, please see the DCPS Food Services website at [www.dcps.dc.gov/DCPS/foodservices](http://www.dcps.dc.gov/DCPS/foodservices).

### **Guidelines**

The following guidelines serve to define the role of chefs during their time working with a DC public school. DCPS OFNS will provide any additional resources or information needed to facilitate activities on request.

As school volunteers, participating chefs must complete the volunteer clearance process. Please see the "Information Guide" for more information.

### *School Meals*

#### *Culinary Training*

Chefs are highly encouraged to schedule trainings with kitchen staff at their school to increase kitchen competency. Trainings could include knife skills, time management, food preparation, and plating and presentation. All trainings should be scheduled with the knowledge and consent of the food service vendor and DCPS OFNS staff at least four weeks in advance. For vendor/DCPS contact information, see the "Information Guide."

#### *Meal Preparation*

Chefs may also be asked to assist in preparing meals on request. Chefs should speak with the kitchen staff at their school to identify which menu items have or will present operational challenges.

#### *Recipe Building*

OFNS supports chefs working with students and cafeteria staff to build reimbursable meal recipes to incorporate into the DCPS regular meal rotation. Recipes should feature seasonal ingredients and involve minimal preparation. All recipes must be submitted to DCPS for approval in advance of their being served to students.\*

\*DCPS does not allow pork and peanut products in school meals.

## *Education*

Chefs are in the position to reinforce the positive changes happening in the cafeteria in the classroom. Educational activities can include the following, listed below. Should you wish to participate in these or other activities with our students, the school administration and/or OFNS staff must be informed in advance.

- Holding hands-on cooking demonstrations or lessons during or after school;  
-Coordinate with school administration
- Starting an after school cooking, gardening or health and wellness club;  
-Coordinate with school administration
- Facilitating nutrition education sessions in the classroom or at school assemblies (*send all materials to DCPS for approval at least one week in advance of event*); and/or  
-Coordinate with school administration
- Promoting local, seasonal eating through school-based activities involving farm to school or gardening initiatives.  
-Coordinate with OFNS point of contact

## *Advocacy*

School and community-based advocacy efforts are critical to success and can include:

- Coordinating parent and/or family nutrition related activities such as cooking classes or seminars;
- Promoting the school breakfast program or after school supper;
- Advertising open school nutrition related events in the local community; and/or
- Recruiting school community members to model healthy eating habits in and outside of the cafeteria.

## **Prohibited Activities**

While volunteering for DCPS, Chefs shall not:

- Manage or direct cafeteria or school staff for purposes other than training;
- Prepare reimbursable meals for students other than as specifically directed by DCPS and/or DCPS vendor;
- Instruct cafeteria staff to prepare items that are off menu; and
- Implement any education programs, activities, clubs, etc. without the direct authorization of school administration or DCPS OFNS (*see guidelines for specific points of contact*).

## **Chef Committee**

DCPS OFNS will facilitate a standing committee for chefs and school site coordinators involved in the Chefs Move to Schools program. This committee will meet monthly to discuss DCPS food initiatives and be a forum for schools to share best practices.

## **Sample Schedule**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Meet with cafeteria lead to identify menu items to help prep or serve  Send ideas for educational programs to DCPS for approval  Plan and advertise parent cooking classes*		Classroom cooking demonstration  Chef Committee monthly meeting	Hold after school cooking club meeting*	Knife skills training with cafeteria staff
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Speak with Principal about educational programs	Give presentation on fresh fruit and vegetables to 3 <sup>rd</sup> grade classes	Help prepare pear flatbread	Hold after school cooking club meeting*	Hold after school cooking class for parents and students**
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Help prepare sweet and sour chicken			Hold after school cooking club meeting*	Time management training with cafeteria staff
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Help kitchen staff improve time management	Give whole grain presentation to fifth grade classes		Hold after school cooking club* meeting	Organize edible plant presentation

\*Please check with your school liaison if DCPS staff is required to approve and/or facilitate these activities in your school.

\*\*Use of the cafeteria and/or kitchen for after school activities requires a DCPS use agreement. Please see the [DCPS Office of Realty](#) for more information.

# Information Guide

## School List by Vendor

From Scratch Pilot*	Portable Pilot*
DC Central Kitchen	Revolution Foods
Aiton ES	Amidon ES
Burrville ES	Anacostia SHS
Kelly Miller MS	Eastern SHS
Kenilworth ES	Hearst ES
Prospect LC	Johnson MS
Marshall ES	Peabody ES
Thomas ES	Wilson SHS

\*All schools not participating in either the From Scratch or Portable Meals pilot are managed by Chartwells-Thompson

## Volunteer Clearance Process

**Section 4-1501.03 of the District of Columbia official code requires the District of Columbia Public Schools to perform criminal background checks and request tuberculosis tests for volunteers.**

All volunteers will be supervised by DCPS personnel. Volunteers who work directly with students on a regular basis are required to complete our clearance process. There are three steps:

1. Download and complete the Volunteer Application.
2. Complete a tuberculosis (TB) test with a physician.
3. Bring the application and negative TB test result to our office where you will be fingerprinted.

### **Completing the Volunteer Application**

The DCPS Volunteer Application collects important information needed to place you in our schools and protect DCPS students. We have a Spanish language version of the application and a shortened application for high school student volunteers (**High school students are not required to have a background check or TB test. View that application for more details.**) All of these forms can be downloaded at <http://dcps.dc.gov/DCPS/volunteer> or by using the hyperlinks below:

- [Volunteer Application](#)
- [Student Volunteer Application](#)
- [Volunteer Application \(Español\)](#)

The DCPS Volunteer Application includes a Criminal Background Check authorization and requires that you detail any criminal convictions. A conviction will not automatically disqualify you from volunteering, but failure to disclose any conviction will. Each applicant must be fingerprinted before his / her application can be processed.

### **Please Note:**

- **DCPS does not charge volunteers for fingerprinting.**
- **DCPS does not accept fingerprinting reports from other entities (i.e. MPD, other agencies, other cities).**
- **We will not fingerprint you without a negative TB test.**
- **Since DCPS incurs a cost for each person we fingerprint, we will only fingerprint volunteers who are serving in DC public schools. If you are volunteering in a charter school or another school system we will not fingerprint you.**

- If you already have active federal security clearance issued by a US government agency, please [complete the federal security clearance verification letter](#) in lieu of having DCPS fingerprint you.

### **Completing the TB Test**

DCPS Volunteers are required to show proof of a negative TB test within the last year if you are going to be volunteering with children. This requirement supports the DC Department of Health's **TB Control Program** seeking to prevent the spread of TB in DC.

**What is the TB test?** The TB test involves a brief pinprick on the arm, followed by another visit to the physician 48-72 hours later to confirm that there is no reaction.

**Where can I get tested?** You can schedule a test with your personal physician or at any health clinic offering TB testing. If you have had a TB test within the past year, you can simply provide documentation of that result and do not need to get a new test.

### **Processing Your Application**

Once you have a completed application, photo ID and negative TB test, bring those items to the Volunteer Coordinator at DC Public Schools **1200 First Street NE, 12th Floor**, Washington, DC 20002. We process volunteers on **Tuesdays and Thursdays from 9:00a.m. - 3:30 p.m. or by appointment.**

After your application is processed and approved, DCPS will send you a verification letter that is valid for two years. Please show this letter at the school where you will volunteer so that they can keep a copy on file. **Do not discard this letter. Keep the original for your files.**

**PLEASE NOTE:** Volunteers for Beautification Day or other weekend or one-day service events are not required to complete the clearance process.

You can reach our volunteer coordinator with additional volunteer questions.

**DCPS Volunteer Coordinator**  
**Office of Family and Public Engagement**  
**Phone: (202) 442-5447**  
**Email: [dcpsvolunteers@dc.gov](mailto:dcpsvolunteers@dc.gov)**

### *DCPS Point of Contact Information*

#### **-Primary Point of Contact-**

**For all general questions, for approval on educational initiatives, and for the Chef Committee**

Paula Reichel

Email: [Paula.Reichel@dc.gov](mailto:Paula.Reichel@dc.gov)

Phone: (202) 480-0833

## *Vendor Point of Contact Information*

### **Chartwells-Thompson**

**For staff trainings, and for information on specific menu items**

Whitney Bateson, Resident Dietician

Email: [Whitney.Bateson@compass-usa.com](mailto:Whitney.Bateson@compass-usa.com)

Phone: (202) 510-8267

### **DC Central Kitchen**

**For staff trainings, and for information on specific menu items**

Ed Kwitowski, Executive Chef

Email: [ekwitowski@dccentralkitchen.org](mailto:ekwitowski@dccentralkitchen.org)

Phone: (202) 258-1378

### **Revolution Foods**

**For staff trainings, and for information on specific menu items**

Dana Walcott, School Account Manager

Email: [dwalcott@revolutionfoods.com](mailto:dwalcott@revolutionfoods.com)

Phone: (516) 603-8427