



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

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STATE SUPERINTENDENT

MEMORANDUM

DATE: January 25, 2018

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Kyle L. Guerrant, Deputy Superintendent *KG*

SUBJECT: Counting Instructional Time When Lunch Is Served

The purpose of this memorandum is to address the need for students to have access to lunch on partial instructional days during the school year, and how congregate meal time during partial instructional days may be counted as instructional time under certain circumstances.

The United States Department of Agriculture requires the National School Lunch Program be a congregate meal service, which it defines as meals provided in a group setting. Based on this, districts may not send lunch home with students under this program.

To ensure students receive a lunch on partial instructional days, the Michigan Department of Education (MDE) will allow scheduled instructional time to be counted on partial days even if students are served lunch during an instructional period. As with all other countable instructional time, the student must be with a certified teacher and engaged in instruction for the time to count toward the instructional hour requirement. This change is effective for the 2017-18 school year when the aforementioned conditions are met.

Examples

Eligible Instructional Time:

- Lunch is served on a half-day in a classroom, to some or all students, while a certified teacher is providing instruction.
- Lunch is served on a half-day during a homeroom period which is not more than 15 minutes in length.
- A group of students did not receive a lunch period due to an educational activity, but were served lunch during the next instructional period.

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Ineligible Instructional Time:

- Lunch served on a half-day in the cafeteria when no instruction occurred.
- Lunch served during homeroom on a late-start day and no instructor was present.

MDE also recognizes the benefits of students having down-time during the instructional day, as well as the importance of having time to socialize while instruction is not occurring. With that in mind, this exception only applies to partial instructional days, or to special circumstances where students are unable to attend the scheduled lunch period.

MDE encourages districts to utilize this exception to provide students with lunch during partial instructional days.

Questions related to this communication may be directed to Brian Ciloski, Office of State Aid and School Finance, at CiloskiB@michigan.gov, or Melanie Brummeler, Office of Health and Nutrition Services, at BrummelerM@michigan.gov.

cc: Michigan Education Alliance