

# G-3: Administrative Procedures

## Wellness

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### REFERENCES

[Board Policy G-3](#)

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### DEFINITIONS

These definitions are provided for the purposes of these administrative procedures.

**School campus:** All areas of the property under the jurisdiction of the school that are accessible to students during the school day.

**School day:** The period from the midnight before, to 30 minutes after the end of the official school day.

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### PROCEDURES FOR IMPLEMENTATION

#### I. Student Wellness

- A. Each school will create and maintain a positive school environment that promotes the physical and mental health of its students.
  - 1. Promoting the health and wellness of the whole student must include elements that focus on physical education and activity, nutrition environment and services, health education, family engagement, community involvement, and social and emotional learning.
    - a. For information on family engagement and community involvement, see Board Policy C-1: Family and Community Engagement and its accompanying administrative procedures.
    - b. For information on creating a positive social and emotional climate, see the board policies and administrative procedures for: G-20: Bullying, Cyber-bullying, Hazing, and Abusive Conduct Prohibited; G-21: Youth Suicide Prevention Programs; I-10: Educational Equity and Advocacy; and S-3: Student Conduct and Discipline.

#### II. Nutrition Promotion

Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias.

- A. The district will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:
  - 1. implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using [Smarter Lunchroom techniques](#); and
  - 2. ensuring 100% of foods and beverages promoted to students meet the United States Department of Agriculture (USDA) Smart Snacks in School nutrition standards.

#### III. Nutrition Education

The district will teach, model, encourage and support healthy eating by all students.

- A. Sequential and interdisciplinary nutrition education will be provided and promoted as follows:
  - 1. each school will ensure that health, as a required Utah Core course, is taught in grades K-12; and
  - 2. through the use of flyers, newsletters, posters, and/or discussions in various classes, schools will encourage students to adopt healthy eating habits throughout the day, both in and out of school.
- B. Schools will provide nutrition education that:
  - 1. is designed to provide students with the knowledge and skills necessary to promote and protect their health;
  - 2. is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, history/social sciences and elective subjects;
  - 3. includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
  - 4. promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
  - 5. emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
  - 6. links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
  - 7. teaches media literacy with an emphasis on food and beverage marketing; and
  - 8. includes nutrition education training for teachers and other staff.

- C. The district will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:
1. Relationship between healthy eating and personal health and disease prevention
  2. Food guidance from [MyPlate](#)
  3. Reading and using Food and Drug Administration's (FDA) nutrition fact labels
  4. Eating a variety of foods every day
  5. Balancing food intake and physical activity
  6. Eating more fruits, vegetables and whole grain products
  7. Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans fat
  8. Choosing foods and beverages with little added sugars
  9. Eating more calcium-rich foods
  10. Preparing healthy meals and snacks
  11. Risks of unhealthy weight control practices
  12. Accepting body size differences
  13. Food safety
  14. Importance of water consumption
  15. Importance of eating breakfast
  16. Making healthy choices when eating at restaurants
  17. Eating disorders
  18. [The Dietary Guidelines for Americans](#)
  19. Reducing sodium intake
  20. Social influences on healthy eating, including media, family, peers and culture
  21. How to find valid information or services related to nutrition and dietary behavior
  22. How to develop a plan and track progress toward achieving a personal goal to eat healthfully
  23. Resisting peer pressure related to unhealthy dietary behavior
  24. Influencing, supporting, or advocating for others' healthy dietary behavior

#### **IV. Physical Education and Physical Activity**

Adequate physical education will be provided and physical activity connected to students' lives outside of physical education will be promoted as follows:

- A. Each school will ensure the physical education core is taught in grades K-12.
  1. Dodgeball is not an appropriate physical education activity for students, and therefore is prohibited.
- B. Physical education activities will be encouraged in other content areas, in the home and the broader community.
- C. Physical education instructors at the elementary level will be district certified.
  1. Each elementary physical education instructor will participate annually in the following certification programs:
    - a. elementary physical education teaching methods, 24 hours per year; and
    - b. current first aid and CPR certification, which includes training on how to properly use an automated external defibrillator (AED).
- D. Physical education instructors at the secondary level will be certified according to state standards.
- E. Enrollment in secondary physical education courses will not exceed the number of students that space and equipment can safely accommodate indoors, even if a greater number of students could be accommodated outside.
- F. Schools will provide adequate equipment and supplies for all students to safely and fully participate in structured physical education activities.
- G. Time allotted for physical education instruction and physical activity will be consistent with national standards, which are 150 minutes per week for grades one-six, and 225 minutes per week for grades 7-12.
- H. All elementary students will be allowed a minimum of 15 minutes of recess each school day, not to include scheduled lunch time.
  1. Daily recess periods can be structured to be a part of the physical education instructional time and will not be systemically used as a behavioral consequence or punishment.

#### **V. Other School Based Activities**

All school-based activities will be consistent with these procedures as follows:

- A. After-school programs will encourage physical activity and the formation of healthy habits.
- B. District wellness policy guidelines will be considered when planning all school-based activities, such as school events, field trips, dances, assemblies, etc.
- C. Hosting wellness clinics, health screenings, and enrolling eligible children in Medicaid and other state health insurance programs will be pursued at each school site to support the health of all students.

**VI. Foods and Beverages Sold to Students**

All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, and snack or food carts.

**A. Nutrition Standards for All Foods on Campus**

All foods and beverages made available to students on campus will be consistent with the current standards for all foods sold in school as required by the Healthy, Hunger-Free Kids Act of 2010 as follows:

1. Foods sold in school must either:
  - a. be a "whole grain-rich" grain product;
  - b. have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food;
  - c. be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
  - d. if water is the first ingredient, the second ingredient must be one of the food item in paragraphs V.A.1.(a), (b), or (c) above.
2. Foods sold in school must also meet the following nutrient requirements:
  - a. calorie limits - snack items ≤ 200 calories; entrée items ≤ 350 calories;
  - b. sodium limits – snack items ≤ 200 mg sodium per item; entrée items ≤ 480 mg;
  - c. fat limits - total fat: ≤ 35% of calories; saturated fat: < 10% of calories; trans-fat: zero grams; and
  - d. sugar limits - ≤ 35% of weight from total sugars in foods.
3. Other nutrition requirements:
  - a. Accompaniments such as cream cheese, salad dressing, and butter must be included in the nutrient profile as part of the food item sold. This helps control the amount of calories, fat, sugar, and sodium added to foods by accompaniments, which can be significant.
  - b. Classroom snacks will feature healthy choices.
  - c. Food and beverage information displayed in the school cafeteria will be consistent with established nutrition standards.
  - d. No school activities, events, or parties will interfere with student access to a nutritionally balanced lunch or breakfast.

**B. Nutrition Standard for Beverages All Schools May Sell**

1. All schools may sell:
  - a. plain water (with or without carbonation);
  - b. unflavored low fat milk;
  - c. unflavored or flavored fat free milk and milk alternatives permitted by the National School Lunch Program/School Breakfast Program;
  - d. 100% fruit or vegetable juice; and
  - e. 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.
2. Allowable portion sizes:
  - a. There is no portion size limit for plain water.
  - b. Elementary schools may sell up to 8-ounce portions of the milk and juice beverages listed above.
  - c. Middle schools and high schools may sell up to 12-ounce portions of the milk and juice beverages listed above.
  - d. High schools may sell:
    - i. no more than 20-ounce portions of the following "no calorie" and "lower calorie" beverage options:
      - a) calorie-free, flavored water (with or without carbonation); and
      - b) other flavored and/or carbonated beverages that are labeled to contain ≤ 5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces; and
      - c) no more than 12 -ounce portions of beverages with ≤ 40 calories per 8 fluid ounces, or ≤ 60 calories per 12 fluid ounces.

**VII. Celebrations and Rewards**

**A.** All foods offered on the school campus should meet or exceed the USDA Smart Snacks in School nutrition standards, including foods offered:

1. during celebrations and parties;
  - a. the child nutrition department can provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas;
2. by parents as classroom snacks; and
3. as rewards and incentives.

## **VIII. Fundraising**

- A. Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.
  - 1. A special exemption is available for the sale of food and beverage items that do not meet the nutrition standards in connection with infrequent school-sponsored fundraisers that are conducted during the school day. The number of such fundraisers may not to exceed three per school campus per school year.
    - a. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
    - b. Career and technical education classes may petition for additional exceptions.
  - 2. Schools should encourage the use of non-food fundraisers and those promoting physical activity (such as walk-a-thons, jump-rope-a-thon, fun runs, etc.).
  - 3. Fundraisers that occur after the school day may sell foods and beverages that do not meet the nutrition standards outlined in these procedures.

## **IX. Eating Environment**

The school environment will be safe, comfortable, pleasing, and allow ample time and space for eating meals; and food and/or physical activity will not be used as a reward or punishment as follows:

- A. Students will be encouraged to start each day with a healthy breakfast.
- B. Students will be provided adequate time to eat breakfast and lunch at school, at least 10 minutes for breakfast and 20 minutes for lunch, from the time the student is seated.
- C. Lunch periods will be scheduled as near the middle of the school day as possible. Lunch periods will not be scheduled at the end of a shortened school day.
- D. Elementary schools will schedule recess before lunch or implement a structured schedule that ensures that children are not pressured to eat and run.
- E. School cafeteria areas will provide enough serving lines to ensure that students spend no more than seven minutes waiting in line for a school meal.
- F. School employees, student government, and community members will be encouraged to reward student behavior with non-food items instead of food items. Student input is recommended at the secondary level.
- G. Bus routes and school schedules will be coordinated to allow students ample time before class to participate in the National School Breakfast program.
- H. Students in pre-kindergarten through grade 12 will be responsible for cleaning up after themselves at breakfast and lunch. Students will put away trays and dispose of garbage properly to keep the school environment clean.

## **X. Food and Beverage Marketing in Schools**

- A. The district permits advertising and marketing of only those foods and beverages that are permitted to be sold on the school campus, consistent with the board's wellness policy and these procedures.
- B. Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards.
- C. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:
  - 1. brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
  - 2. displays, such as on vending machine exteriors;
  - 3. corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards;
    - a. Immediate replacement of these items are not required; however, schools must replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.
  - 4. corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the district;
  - 5. advertisements in school publications or school mailings; and
  - 6. free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.
- D. As the child nutrition department, school athletic departments, and/or purchasing department review existing contracts and consider new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by these procedures.

**XI. Child Nutrition Operation**

Child nutrition programs will be accessible to all students and must comply with federal, state, and local requirements (see, Board Policy G-6: Child Nutrition and Food Service Management). The child nutrition department will develop a coordinated and comprehensive outreach, promotion and pricing plan to ensure maximum participation in the federal school meal programs, e.g. school lunch, school breakfast, after-school snack, and summer food service.

**XII. Food Safety/Food Security**

All foods made available on school campuses by the child nutrition department will adhere to food safety and security guidelines including compliance with federal, state, and local food safety and sanitation regulations. Food provided outside of child nutrition services becomes the responsibility of school administration, with oversight of the School Community Council (SCC). Access to the food service operation is to be limited to child nutrition staff and authorized personnel only.

**XIII. Implementation and Evaluation**

The superintendent or designee will appoint a district wellness committee to regularly monitor the overall effectiveness of the board policy and these administrative procedures, and recommend policy and/or procedural modifications that will positively impact student health. The SCC will be designated to oversee the implementation and evaluation of the board wellness policy and these administrative procedures at each school site as follows:

- A. District wellness committee: The district wellness committee will include parents, students, director of the child nutrition department, district healthy lifestyles specialist, school health professionals, and representatives of the school board, school administrators, teachers, classified employees, and the public. The purpose of the district wellness committee is as follows:
  - 1. regularly monitor the overall effectiveness of the board wellness policy;
  - 2. highlight areas in need of future change; and
  - 3. recommend policy and/or administrative procedure modifications that will positively impact student health.
- B. SCC: The school administrator or designee, with oversight of the SCC, will ensure that these administrative procedures are enforced at the school site as follows:
  - 1. One or more persons at the school will be designated and charged with the operational responsibility for ensuring that the school follows these procedures and the accompanying board policy.
  - 2. Annually, every school employee shall review and agree to adhere to these administrative procedures and the accompanying board policy.
  - 3. The compliance of the school with these procedures will be evaluated annually by the onsite designee, and a written record of compliance will be provided to the SCC for evaluation.
  - 4. A copy of the approved written record of compliance will be submitted by the school to the superintendent, or designee, and the board of education prior to the end of each school year.
  - 5. An annual report of the goals and progress toward implementation of these procedures will be included in the equity and excellence plan, also known as the school improvement plan.

**XIV. Annual Notification of Policy**

- A. The district will inform families and the public each year of basic information about these procedures and the accompanying board policy. The district will make this information available via the district website and/or district-wide communications.
- B. The district will provide as much information as possible to families about the school nutrition environment. This will include a summary of any district events or activities related to wellness policy implementation.
- C. Annually, the district will also publicize the name and contact information of the district employee(s) leading and coordinating the wellness committee, as well as information on how the public can get involved with the committee.

**XV. Triennial Progress Assessments**

- A. At least once every three years, the district will evaluate compliance with the wellness policy and these procedures in accordance with state and federal law.
- B. The position/person responsible for managing the triennial assessment is the district's director of child nutrition programs. The director can be reached at 801.974.8365.
- C. The district's wellness committee, in collaboration with individual schools, will monitor schools' compliance with the wellness policy and these procedures.
- D. The district will actively notify households/families of the availability of the triennial progress report.

**XVI. Recordkeeping**

- A. The district will retain records to document compliance with the requirements of the wellness policy in the Child Nutrition Department, Beardsley Place, 995 West 2480 South, Salt Lake City, Utah 84119, and/or on the district's website. Documentation maintained in this location will include but will not be limited to:
  - 1. the written wellness policy and these administrative procedures;

2. documentation demonstrating that these procedures and the accompanying policy have been made available to the public;
3. documentation of efforts to review and update the wellness policy and these procedures; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the district wellness committee;
4. documentation to demonstrate compliance with the annual public notification requirements;
5. the most recent assessment on the implementation of the wellness policy and these procedures; and
6. documentation demonstrating that the most recent assessment has been made available to the public.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.