



Humboldt Unified School District
Local Wellness Policy Best Practices

Summary: These guidelines help Humboldt Unified School District (HUSD) schools to know what is required by policy and what is strongly encouraged in order to improve health and wellness in our schools. These topics address federal laws, as well as district policies. These guidelines support school alignment with the [District Wellness Policy](#).

For questions or support, please contact rebecca.kraxberger@humboldtunified.com

Nutrition & Foodservice Promotion

All foods available in each school during the day will have as a primary goal the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools

Topic	Details	Required	Strongly Encouraged
Foodservice	HUSD encourages participation in meal programs as appropriate (School Breakfast, National School Lunch, After School Care Snack, Fresh Fruit and Vegetable Program etc.).	✓	
Foodservice	Participation in meal programs is promoted to families.	✓	
Foodservice	HUSD Menus' nutrient content and ingredients are available to students, staff & parents on HUSD Website.	✓	
Foodservice	<p>The following Smarter Lunchroom Techniques are implemented in HUSD Cafeterias everyday:</p> <p><i>Fruit:</i></p> <ul style="list-style-type: none"> • At least two kinds of fruit are offered. • Sliced or cut fruit is offered. <p><i>Vegetables:</i></p> <ul style="list-style-type: none"> • Cut, raw vegetables, are offered, and are paired with a low-fat dip such as ranch, hummus, or salsa • A serving of vegetables is incorporated into an entrée item at least once a month. <p><i>Salad</i></p>	✓	

- Salad bar is available to all students.
- Salad bar is in a high-traffic area.
- Self-serve salad bar tongs, scoops, and containers are larger for vegetables and smaller for croutons, dressing, and other non-produce items

Milk

- Milk cases/coolers are kept full throughout meal service.
- White milk is organized and represents at least 1/3 of all milk in each designated milk cooler.
- White milk is displayed in front of other beverages in all coolers.

Reimbursable Meals

- Cafeteria staff politely prompt students who do not have a full reimbursable meal to select a fruit or vegetable.
- Signs show students how to make a reimbursable meal on any service line.
- Students have to ask a food service worker to select à la carte snack items if available.

Lunchroom Atmosphere




- Cafeteria staff smile and greet students upon entering the service line and throughout meal service.
- The lunchroom is branded and decorated in a way that reflects the student body.
- All lights in the dining and meal service areas work and are turned on.
- There is a clear traffic pattern. Signs, floor decals, or rope lines are used when appropriate.
- Trash cans are emptied when full.
- Attractive, healthful food posters are displayed in dining and service areas.






Student Involvement

- Student artwork is displayed in the service area or dining space.
- Students, teachers, or administrators announce today's menu in daily announcements.
- Students have the opportunity to volunteer in most lunchrooms.

Free, potable water will be made available to all students during the meal period.

- Water sources and containers will be maintained on a regular basis to ensure good hygiene and health safety standards.
- Students will be allowed to bring and carry approved water bottles with only water in them throughout the day.

<p>Smart Snacks</p>	<p>All foods and beverages made available on campus during the school day are to be consistent with the Arizona Nutrition Standards. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law.</p> <p>The District will create procedures that address all foods (including Foods of Minimal Nutritional Value and Competitive Food Sales) available to students throughout the school day in the following areas:</p> <ul style="list-style-type: none"> • National School Lunch Program and School Breakfast Program Meals. • À la carte offerings in the food service program. • Vending machines and school stores. • Classroom parties, celebrations, fundraisers, rewards and school events. • Snacks served in after-school programs. 		
<p>Birthday Food Standards</p>	<p>Starting at the beginning of the 2019-20 school year, student birthdays should only be recognized with non-food celebrations. Schools should clearly communicate these standards with families and consider engaging parent groups (PTA, etc) now in preparation for the eventual transition in 2019-20.</p> <ul style="list-style-type: none"> • This standard is in place to limit exposure to life-threatening allergens, and protect family decision-making around foods consumed. • This does not apply to food for individual consumption (i.e lunches/snacks brought from home). • During 2018-19, schools may choose to implement this standard. • For healthy birthday celebration ideas click here. 		
<p>Fundraisers</p>	<p>The USDA requires food fundraisers to meet Smart Snacks in Schools Standards, but allows exemptions.</p> <p>Learn more here</p> <p>The district will allow exempt fundraisers that sell food that does not meet the USDA's Smart Snacks in Schools standards on the school campuses during the school day.</p> <ul style="list-style-type: none"> • Non-food or healthy fundraisers are highly encouraged. • Schools with groups, clubs, or other organizations wishing to conduct school-sponsored fundraisers that involve the sale of foods or beverages that do not meet the Smart Snacks Standards may do so by submitting a waiver request to ADE. <ul style="list-style-type: none"> - A school principal or designated representative of the school is permitted to submit the online https://www.surveymonkey.com/s/FundraiserExemption or by contacting Health and Nutrition Services Division at 602-542-8700. • A list of foods that are Smart Snack approved can be found here. 		

	<ul style="list-style-type: none"> • Nutrition information (label and ingredient list) for all foods sold as fundraisers must be documented and kept on file at the school site. <ul style="list-style-type: none"> - To ensure the food sold meets guidelines please use the Smart Snack Calculator: https://foodplanner.healthiergeneration.org/calculator/ • Records of exempt fundraisers will be required to meet auditing needs. • Food fundraisers (that meet the standards or are exempt) may be sold on the school campus during the school day EXCEPT during the meal service, and for a period beginning ½ hour prior to and until ½ hour after each meal service (Competitive Foods Law). • Pre-ordered foods that are not intended for immediate consumption (such as cookie dough) are excluded. • Foods sold only to adults are excluded. 		
Holiday Celebrations Food Standards	<p>At least half of the foods provided to students during holiday celebrations will meet a definition for healthier options.</p> <ul style="list-style-type: none"> • Schools must follow these district definitions OR determine their own definitions. If a school determines their own definition they must consider student food allergies, religious exemptions and dietary needs, and maintain definition for auditing purposes. • Implementation resources (e.g., sign in sheets, ideas for healthy parties). • All foods and beverages must be purchased from an approved source. No homemade items are permitted. 		
Reward or Incentive Food Standards	<p>Schools will not use food or beverages as rewards for academic performance or good behavior.*</p> <ul style="list-style-type: none"> • *Exemptions are allowed for individual students based on the approval of school leadership • Schools are asked to consider other options, such as additional recess, a classroom game, sitting next to a friend, etc. Implementation examples. 		
Other Foods Offered Standards	<p>All other foods provided, offered, or shared with students should be selected judiciously, taking into consideration the nutritional value of the food being served, HUSD’s goal of promoting healthy dietary habits, food allergies, and the frequency of use.</p>		
Marketing of Foods	<p>Any food or drink marketed or promoted (e.g., posters, signs, coupons) on school property must meet the Smart Snacks Standards.</p>		
Allergies	<p>Schools with students who are impacted by life-threatening allergies should follow the guidance in the ADE’s Accommodating Children with Disabilities in the School Meal Programs.</p> <p>If a parent/guardian requests to make any special dietary requests for their child, please print the State Licensed Healthcare Professional Request for Special Dietary Accommodations .</p> <p>A State Licensed Healthcare Professional must complete the form.</p> <ul style="list-style-type: none"> • Completed forms should be sent to the Child Nutrition office at 6411 N Robert Road. Building 200. Prescott Valley AZ 86314 or faxed to 928-759-5025. 		

	<ul style="list-style-type: none"> • An appeal may be requested if the child was denied diet modification by contacting the Section 504 Coordinator (school nurse.) • State Licensed Healthcare Professional Request for Special Dietary Accommodations form must be on file with school nutritionist before diet modifications are available. • Any questions, please contact Pamela Liuzzo, AS,NDTR, SNS at 928-759-5017 or pamela.liuzzo@humboldtunified.com 		
Farm to School	<p>HUSD Schools are encouraged to participate in activities that foster a farm to school relationship, including but not limited to:</p> <ul style="list-style-type: none"> • Incorporating local and/or regional products into the school meal program. • Messages about agriculture and nutrition are reinforced throughout the learning environment. • Host a school garden/habitat. • School hosts field trips to local farms. • School utilizes promotions or special events to highlight local/regional products. 		✓
School-level Policy	Schools can exceed any of the requirements listed above with their own school policies or rules.		✓

Nutrition Education

The goal is to influence students' eating behaviors by providing nutrition education that is appropriate for students' ages; reflects students' cultures; is integrated into health education or core curricula; and provides opportunities for students to practice skills and have fun

Topic	Details	Required	Strongly Encouraged
Nutrition Education	Schools are encouraged to integrate nutrition education into lessons, based on the district curriculum and as part of a comprehensive health education class. Click here for nutrition education resources.		✓
	<p>Nutrition education shall focus on students' eating behaviors, be based on theories and methods proven effective by research and be consistent with health education standards.</p> <p>Nutrition education at all levels of the curriculum shall include, but not be limited to, the following essential components designed to help students learn:</p> <ul style="list-style-type: none"> • Age-appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating 		✓

	<ul style="list-style-type: none"> • Age-appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising • How to assess one's personal eating habits, set goals for improvement and achieve those goals. 		
	<p>In order to reinforce and support nutrition education efforts, the guidelines will ensure that:</p> <ul style="list-style-type: none"> • Nutrition instruction provides sequential, comprehensive health education in accordance with the Arizona Department of Education curriculum regulations and academic standards; • Cooperation with agencies and community organizations is encouraged to provide opportunities for appropriate student projects related to nutrition; • Consistent nutrition messages are disseminated from the District throughout the schools, communities, homes and media. • Nutrition education is extended beyond the school environment by engaging and involving families and community 		✓
	<p>Nutrition education includes experiential, hands on learning experiences, such as:</p> <ul style="list-style-type: none"> • Cooking demonstrations • Taste testing • Promotion of new school menu items • School gardens • Farm tours 		✓
	<p>Health education lessons should include a minimum of 6 of the following essential topics on healthy eating:</p> <ul style="list-style-type: none"> • Relationship between healthy eating and personal health and disease prevention • Food guidance from MyPlate • Reading and using the FDA's nutrition fact labels • Eating a variety of foods every day • Balancing food intake and physical activity • Eating more fruits and vegetables and whole grain products • Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans fat • Choosing foods and beverages with little added sugar • Eating more calcium rich foods • Preparing healthy meals and snacks • Risks of unhealthy weight control practices • Accepting body size difference • Food safety • Importance of water consumption • Importance of eating breakfast • Making healthy choices when eating at restaurants • Eating disorders • The Dietary Guidelines for Americans • Reducing sodium intake 		✓

- Social influences on healthy eating, including media, family, press and peers
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Media literacy with an emphasis on food and beverage marketing
- Influencing, supporting, or advocating for others' healthy dietary behavior

Physical Education and Activity

The goals for physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short- and long-term benefits of a physically active and healthful lifestyle.

A comprehensive physical activity program encompasses a variety of opportunities for students to be physically active, including physical education, recess, walk-to-school programs, after-school physical activity programs, health education that includes physical activity as a main component, and physical activity breaks within regular classrooms.

Topic	Details	Required	Strongly Encouraged
Physical Activity	<p>District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.</p> <ul style="list-style-type: none"> • Teachers will serve as role models by being physically active alongside students whenever possible. 	✓	
Physical Education	<p>The district will provide students with formal, age-appropriate physical education, consistent with national and state standards for physical education.</p> <ul style="list-style-type: none"> • Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions. 		
Elementary School-Physical Activity Minutes	<p>It is recommended that physical activity is available for at least 30 minutes per day for all elementary students.</p> <ul style="list-style-type: none"> • Physical activity may include: exercise programs, fitness breaks, daily recesses, classroom physical activities, physical education classes. 		✓

Secondary School-Physical Equipment	All district secondary students are required to take the equivalent of one academic year of physical education.	✓	
Equipment	<p>To the extent practicable, the district will ensure that its grounds and facilities are safe and that equipment is available for all students to be active.</p> <p>The district will work with schools to ensure that inventories of physical activity supplies and equipment are known and, when necessary, will work with community partners to ensure sufficient quantities of equipment are available to encourage physical activity for as many students as possible.</p>	✓	
Recess	<p>Recess should be provided daily at elementary schools) with strategies to increase activity:</p> <ul style="list-style-type: none"> • All elementary schools will offer at least 20 minutes of indoor or outdoor recess on all days during the school year. • Indoor recess should include opportunities for students to be physically active. • If recess is offered before lunch, proper hand washing measures will be in place. • Recess will be offered outdoors when weather is feasible. • Recess is a compliment not a substitute for physical education class. <p>Active Recess Ideas</p>		✓
Prohibit Withholding of Recess	<p>Physical activity during the day (including but not limited to recess, classroom physical activity breaks, or physical education) will not be used or withheld as punishment for any reason.</p> <ul style="list-style-type: none"> • HUSD Discipline Alternative Ideas • Alternatives to Withholding Physical Activity for Punishment 	✓	
Prohibition of use of punishment	HUSD will discourage the use of physical activity as punishment, the withholding of participation in physical education class as punishment, or the use of physical education class time to complete assignments from other classes.	✓	
Active Classrooms	<p>The district recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time at least 3 days per week.</p> <p>Implement movement into classrooms:</p> <ul style="list-style-type: none"> • Incorporate movement and physical activity into instructions and lessons. • Provide non-seated or active seated options in the classroom (standing desk, bike desk, stools). • Incorporate movement or brain booster breaks throughout the day. • Active Classroom Ideas 		✓

<p>Before and After School Programs</p>	<p>The District shall encourage after-school programs to provide developmentally appropriate physical activity for participating children and reduce or eliminate the time spent in sedentary activities such as watching television or videos.</p> <p>Offer opportunities for physical activity before or after the school day through organized physical activities, intramurals, or access to facilities or equipment for physical activity.</p>		<p>✓</p>
<p>Before and After School Programs</p>	<p>Schools may offer after-school intramural programs and/or physical activity clubs that meet the needs and interests of all students, including those who are not athletically involved or those with special health care needs.</p>		<p>✓</p>
<p>Active Transport to/from School</p>	<p>HUSD will support active transport to and from school such as walking or biking.</p> <p>HUSD shall annually review safe routes for students who walk or bike to school.</p> <p>HUSD will encourage active transport by engaging in the following:</p> <ul style="list-style-type: none"> ● Secure storage facilities for bicycles and helmets ● Use crossing guards ● Use crosswalks on streets leading to schools 	<p>✓</p>	

Other-School Based Activities

The goal is to create a total school environment that is conducive to healthy eating and physical activity. HUSD’s goal is to ensure whole-school integration with the wellness program. HUSD will achieve the goal by addressing elements that include, but are not limited to, school meal times, dining environment, food as an incentive, marketing and advertising, tobacco prevention, skin cancer prevention and sun safety, staff wellness, and staff development and training

Topic	Details	Required	Strongly Encouraged
<p>School Wellness</p>	<p>School-sponsored events incorporate wellness components including physical activity and healthy eating opportunities.</p>		<p>✓</p>
<p>Community Relationships</p>	<p>The district will develop, enhance or continue relationships with community partners as appropriate, including:</p> <ul style="list-style-type: none"> ● Hospital- Yavapai Regional Medical Center ● Universities/colleges- University of AZ Cooperative Extension ● Local businesses- Prescott Farmers Market 	<p>✓</p>	

	<ul style="list-style-type: none"> SNAP-Ed Providers- Yavapai County Community Health Services 		
Wellness Promotion	<p>HUSD will promote to parents/caregivers, families, and the general community the benefits of and approaches to healthy eating and physical activity throughout the school year.</p> <ul style="list-style-type: none"> Families will be informed and invited to participate in school sponsored activities and will receive information about health promotion efforts. District will use electronic and non-electronic resources to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts. 		✓
School Health Advisory Council (SHAC)	<p>HUSD will maintain a district-level School Health Advisory Council (SHAC) which will be chaired by the HUSD Wellness Coordinator or HUSD Nutritionist.</p> <ul style="list-style-type: none"> The SHAC will encourage representation from all school levels including (but not limited to): <ul style="list-style-type: none"> Parents/Caregivers, Students, Representative from School Nutrition Programs, Physical education teacher, Health education teacher, School health professionals (nurses), Mental health and social services staff (counselors, psychologists, social workers), Administrators, School board members, Health professionals (dietitians, doctors, nurses), and the general public. To the extent possible, a representative from each school is encouraged to be a member and attend SHAC meetings. SHAC includes representation from community partners (when feasible) The SHAC will meet a minimum of 3 times per year. The public will be notified of their ability to participate in the SHAC process. 	✓	
Integrating Health Education into Lessons	All PK-12 schools are encouraged to integrate health education into lessons, based on the district curriculum.		✓

Sun Safety

Topic	Details	Required	Strongly Encouraged
	HUSD is committed to protecting the health and safety of students and staff while providing and encouraging appropriate physical activities and opportunities.	✓	

HUSD recommends students and staff utilize the following protective measures during including but not limited to recess, physical education classes, field trips, club meetings, after-school and before-school activities, athletic practices and competitions.:

- Students and staff are encouraged to protect skin with sunscreen SPF 15+, lip balm, hats, sunglasses, clothing, shade, and to limit exposure during peak midday UV.
- Students should have access to sunscreen when requested.

Tobacco Prevention

Topic	Details	Required	Strongly Encouraged
No tobacco products are used on school property	<p>The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:</p> <ul style="list-style-type: none"> • School grounds • School buildings. • School parking lots. • School playing fields. • School buses and other District vehicles. • Off-campus school-sponsored events. 	✓	
Tobacco free schools signage	Signage must be posted about the tobacco-free schools law on school buildings and grounds.	✓	

Social Emotional Wellness

Topic	Details	Required	Strongly Encouraged
	<p>HUSD believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. HUSD further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.</p> <ul style="list-style-type: none"> • HUSD, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. 	✓	

- HUSD shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on these beliefs, bullying, harassment or intimidation as defined by this policy will not be tolerated.




HUSD Staff Wellness

Topic	Details	Required	Strongly Encouraged
SHAC	The District School Health Advisory Council (SHAC) will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.	✓	
General Staff Wellness	<p>Schools in the district will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors.</p> <ul style="list-style-type: none"> • Include staff wellness topics/time at each staff meeting. • Support staff wellness initiatives at the school. • Promote staff member participation in health promotion programs. 		✓

Implementation & Evaluation

A primary goal will be to regularly evaluate the effectiveness of this policy in promoting healthy eating and changing the program as appropriate to increase its effectiveness. The results of each evaluation, including the extent to which schools are in compliance with District policy, the extent to which the District policy complies with federal regulations, and a description/summary of the progress made in attaining the goals of the District, shall be made available to the public. Physical education teachers and school health professionals shall have an opportunity to participate in the evaluation and implementation of this policy.

Topic	Details	Required	Strongly Encouraged
Implementation	<p>The district has a plan for implementation to manage and coordinate the execution of this wellness policy.</p> <ul style="list-style-type: none"> • The plan includes roles, responsibilities, actions and timelines specific to each school and includes information about who will be responsible to make changes. • Schools used a specific tool (ADE's LWP Assessment Comparison with a Model Policy) 		

	<ul style="list-style-type: none"> The wellness policy and progress reports are posted online. 		
Assessment of wellness policy and practices	<p>At least once every three years, the district will evaluate compliance with the wellness policy. This will include:</p> <ul style="list-style-type: none"> The extent to which schools under the jurisdiction of the district are in compliance with the wellness policy. A description of the progress made in attaining the goals The person responsible for managing the triennial assessment. The district will actively notify households of the availability of the triennial progress report. 		
Recordkeeping	<p>The district has a plan for retaining records to document compliance with the wellness policy. Documentation kept on file may include:</p> <ul style="list-style-type: none"> Written wellness policy Documentation demonstrating it has been made available to the public Documentation of efforts to review and update the policy, including indication of who is involved in the update and the methods the district uses to make stakeholders aware of their ability to participate Documentation to demonstrate compliance with the annual public notification requirements The most recent assessment on implementation of the school wellness policy Documentation demonstrating the most recent assessment on the implementation of the policy has been made available to the public. 		
Healthy Schools Liaisons	<p>Each school is asked to identify one liaison per school who will be main contacts for information and resources related to the wellness policy, assessment, and resources.</p>		
Healthy Schools Teams with goals	<p>Additional structures that support implementation of wellness in schools:</p> <ul style="list-style-type: none"> A best practice is to have a Healthy Schools or Wellness Team to support the work. Schools are asked to submit annual goals to support student and/or staff health and wellness. 		
Revisions and Updating the Wellness Policy	<p>The SHAC will update or modify the wellness policy based on the results of the triennial assessments.</p> <ul style="list-style-type: none"> Policy will be updated when: <ul style="list-style-type: none"> District priorities change, Community needs change, New health science information emerges New state or federal guidance/standards are issues 		
Annual Notification of Policy	<p>District will actively inform families and the public each year of basic information about the policy, including its content, updates, and implementation status. District will make this information available via the district website and/or district-wide communications.</p> <ul style="list-style-type: none"> Communications may include: <ul style="list-style-type: none"> As much information as possible about the school nutrition environment Summary of the district's or school's events and activities related to wellness policy implementation Publication of the name and contact info of the officials leading the wellness committee Information about how the public can get involved. 		

**Community
Involvement,
Outreach and
Communications**

District is committed to being responsive to community input. District will actively communicate ways in which representatives of the SHAC and others can participate in the development, implementation and periodic review and update of the policy through a variety of means appropriate for the district.

- District will inform parents of:
 - Improvements to school meals standards
 - How to apply for meal benefits
 - A description of and compliance with the Smart Snacks in Schools nutrition standards
 - Updates to the policy at least annually
 - Annual and triennial reports and assessments
- District may use:
 - Email
 - Notices on district website
 - Newsletters
 - Social Media
 - Presentations to parents
 - Sending information home
 - Communications will include culturally and linguistically appropriate language.



**Access to
resources**

****Coming Soon**** Additional resources available on the HUSD Website.

