



Book	Administrative Guideline Manual
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The following Administrative Guideline is designed to provide guidance with respect to the implementation of the District's School Wellness Policy and compliance with federal and state requirements. It is organized as follows:

**Section A, Wellness Policy Implementation, Generally:** This section identifies roles and responsibilities as well as general reporting and notice requirements.

**Section B, Recordkeeping:** This section outlines records that must be maintained by the District in connection with the implementation of this policy.

**Section C, Wellness Committee and Advisory Health Council:** Here, the parameters of the Wellness Committee and Advisory Health Council's authority are framed.

**Section D, Goals for Nutrition Education and Promotion, Physical Activity, and Other School-Based Activities that Promote Student Wellness:** The District's goals, as required by law, are identified within this section. This includes goals for nutrition education and promotion, physical activity, and other activities that promote student wellness within the schools.

**Section E, Nutrition Guidelines:** This section covers general nutrition guidelines, including marketing of food, rules for fundraising activities involving food, and provision of food in schools and classrooms, such as for classroom rewards, special events, and activities.

#### **A. Wellness Policy Implementation, Generally**

The Superintendent or designee shall be responsible for monitoring District schools, programs, and curriculum to ensure compliance with the School Wellness Policy and this Administrative Guideline. Each building principal, in turn, shall be responsible for reporting to the Superintendent or designee any concerns regarding compliance in their school with this Policy/Administrative Guideline and/or with ideas for how to improve student wellness initiatives consistent with the accompanying Policy. In addition, upon request, staff members responsible for programs related to student wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee shall report to the Board on the District's compliance with this Policy/Administrative Guideline and the law related to student wellness on an as-needed basis. The report may include: assessment of school environment regarding student wellness issues; evaluation of the nutritional services program; review of all foods and beverages sold in schools for compliance with established nutrition guidelines; listing of activities and programs conducted to promote nutrition and physical activity; recommendations for policy and/or program revisions; suggestions for improvement in specific areas; and feedback received from District staff, students, parents/guardians, community members and the Wellness Committee.

On an annual basis, the Director of Nutritional Services and/or Business Manager will ensure that District guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law. The District will at least annually inform and update the public regarding the contents of the School Wellness Policy and any updates to the Policy through publication on the District's Website.

## **B. Recordkeeping**

The District shall retain records documenting compliance with the requirements of the Student Wellness policy, which shall include:

1. The written Student Wellness policy.
2. Documentation demonstrating that, annually, the District has informed the community through publication on the District's website about the contents of the School Wellness Policy and any updates to the Policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the District to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy and notification of the assessment results to the public.

## **C. Wellness Committee and Advisory Health Council**

The Wellness Committee shall serve as an advisory committee regarding student health issues. The Committee shall be involved in developing a School Wellness Policy that complies with law and recommending revisions to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.

An Advisory Health Council, consisting of the District's School Nurses and Health Room Nurses, will be established by the Superintendent to study student health issues and to assist in organizing follow-up programs. The Council may examine related research, assess student needs and the current school environment, review existing Board policies and administrative guidelines, and raise awareness about student health issues. The Council may make policy recommendations to the Board related to other health issues necessary to promote student wellness.

## **D. Goals for Nutrition Education and Promotion, Physical Activity, and Other School-Based Activities that Promote Student Wellness**

### **1. Nutrition Education**

The goal of nutrition education is to teach, encourage, and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement. Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences. Within this framework, nutrition education lessons and activities will be age- appropriate and will endeavor to provide all students with the knowledge and skills needed to make healthy choices. In addition, lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity, as described herein.

The staff responsible for providing nutrition education shall be properly trained and shall participate in relevant professional development. Where appropriate, nutrition education shall be integrated into other subjects to complement but not replace academic standards based on nutrition education. In addition, District staff will cooperate with agencies and community organizations seeking to provide opportunities for appropriate student projects related to nutrition. The District will endeavor to engage families and communities beyond the school environment in supporting nutrition education activities.



## **2. Nutrition Promotion**

The District believes nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. To this end, consistent nutrition messages will be disseminated and displayed within the District schools.

District food service personnel shall review and implement research-based, behavioral economics techniques in the cafeteria to encourage consumption of more whole grains, fruits, vegetables and legumes, and to decrease plate waste. District schools shall also offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

## **3. Physical Activity**

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students. In addition to planned physical education (described herein), the District will encourage students to engage in age-appropriate physical activity opportunities designed to achieve optimal health, wellness, fitness, and performance benefits. The District will also endeavor to provide such physical activity opportunities that meet the needs and interests of all students.

Through the foregoing strategies and other similar wellness activities, District schools shall contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity on all or most days of the week. That time may include physical activity outside the school environment, such as outdoor play at home, sports, etc. Before and after-school programs may provide developmentally appropriate physical activity for participating children. Students, parents, and community members shall be informed about opportunities in the community to engage in physical activity.

## **4. Physical Education**

A comprehensive physical education course of study that focuses on providing students developmentally appropriate skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented primarily through, but not limited to, physical education classes. As such, a sequential physical education program consistent with State Board of Education curriculum regulations and Health, Safety, and Physical Education academic standards shall be developed and implemented by a certified physical education instructor. Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety, and Physical Education academic standards. Students shall be moderately to vigorously active as much time as possible during a physical education class. Pursuant to law and related District policies, documented medical conditions and disabilities shall be accommodated during class. Safe and adequate equipment, facilities, and resources shall be provided for physical education courses.

## **5. Other School Based Activities**

District schools shall provide adequate time and space, which shall be clean and safe, for eating and serving school meals. Meal periods shall be scheduled at appropriate hours and drinking water shall be available at all meal periods and throughout the school day. Qualified nutrition professionals shall administer the school meals programs and professional development shall be provided for District nutrition staff. Access to the food service operation within the District schools is limited to authorized staff.

Information regarding the nutrition content of school meals shall be available to students and parents/guardians. Students and parents/guardians may be involved in menu development through various means.

The District shall provide appropriate training to all staff on the components of the School Wellness Policy. Goals of the School Wellness Policy shall be considered when planning school-based activities. Administrators, teachers, district nurses, nutritional service personnel, students, parents/guardians, and community members shall be encouraged to serve as positive role models through District programs, communications, and outreach efforts. The District shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

To the extent possible, the District shall utilize available wellness-targeted funding and outside programs to enhance student wellness.

## **E. Nutrition Guidelines**

### **1. In General**

All foods available in District schools during the school day shall be offered to students with consideration for promoting student health. Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

For purposes of this Policy and Administrative Guideline:

**Competitive foods** are defined as foods and beverages offered during the school day other than those reimbursed through the National School Lunch or School Breakfast Programs which are available for sale to students on school district property during the school day.

**School property** means any area of property under the jurisdiction of the school district that students may access during the school day.

**School day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

All competitive foods available to students in District schools shall comply with established nutrition guidelines. All items for sale for students shall comply with the established Smart Snacks guidelines.

## **2. Fundraisers Involving Food**

For purposes of this Policy and Administrative Regulation:

A **fundraiser** is considered an event that includes an activity during which currency/token/tickets/etc. are exchanged for the sale/purchase of a product in support of the school or school-related activities. Examples include candy bar or vending machines sales where profits are used to support a school-sponsored club or activity such as the school band or sports team.

An **exempt fundraiser** is a fundraiser in which foods are sold during the school day at a location other than the school cafeteria and where the foods being sold do not meet the requirements for foods sold in school according to the Smart Snack Standards established by the United States Department of Agriculture.

Exempt fundraisers may not take place in the food service area during meal periods. A maximum of five exempt fundraisers per building will be permitted at the elementary and middle school level, and a maximum of ten fundraisers will be permitted at the high school level per year.

All requests for exempt fundraisers must be submitted using GASD Form 229 in advance to the building Principal. All fundraisers must be approved in advance by the building Principal and may not exceed one school week in duration.

## **3. Nutrition Guidelines for All Foods/Beverages Available, Not Sold**

**Food/Beverages as Classroom Rewards:** Foods and beverages shall not be used as a reward for classroom activities and throughout all District departments. Food may be allowed for an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.)

**Rules Regarding Homemade Food:** Homemade food is not permitted to be brought to school for the purpose of being shared during the school day with students either by other students, teachers or other staff, or other persons.

**Rules Regarding Daily Classroom Snacks for Individual Students:** No snacks may be brought in for the purpose of sharing. Snacks must be brought in by an individual for that individual's consumption only. All snacks must be in compliance with the District's nutritional guidelines and procedures to promote healthy eating and maintain a safe environment for students with life threatening allergies and other serious health issues. The teacher will inform of any food allergies in the classroom. A list of healthy snack ideas will be provided by the school.

**Rules Regarding Food at Classroom/School Celebrations:** At the grade K-5 level, no food of any kind is permitted to be brought to school to be shared with students in connection with recognition of birthdays, celebrations such as Halloween, holidays, Valentine's Day, cultural events, and end-of-the-year festivities at the grades K-5 level. At the grade 6-12 level, foods brought to school for recognition of birthdays, celebrations, cultural events and end-of-the-year festivities must be in compliance with the District's nutritional guidelines and procedures to promote healthy eating and maintain a safe environment for students



with life threatening allergies and other serious health issues. District Food Services will provide an option for parents and guardians to order and purchase nutritious food and/or snack items directly from the school that promotes a healthy school environment and encourages healthy eating habits. Order forms for items will be available online and from the Food Services department.

**Responsibility:** While all reasonable efforts will be made to ensure the safety of students with allergies, it should be recognized that there are practical limitations as to the level of oversight by teachers and other school personnel with regard to students bringing and sharing food to classrooms and other locations. Parents and guardians should regularly reinforce the above prohibitions with their children in order to ensure the safety of all children.

**Applicability:** Nothing in this section is intended to (1) restrict the provision of meals to students by authorized District food service personnel, (2) require the alteration of the Family and Consumer Sciences and World Language curriculum, or (3) alter the ability of students to bring in their individual breakfast, lunch or snacks in compliance with the District's procedures to provide a safe environment for students with life- threatening allergies or other serious health issues. Homemade food is permitted to be brought to school for teacher appreciation events.

**Notification:** Parents and guardians will be advised of these rules in writing no less than annually and specific procedures for allowing food will be posted with this administrative regulation.

#### **4. Advertising/Marketing**

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board Policy and administrative regulations.

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.

Legal

1. 7 CFR 210 - School Breakfast Program
2. 7 CFR 220 - School Breakfast Program