

HPS Houston West Wellness Plan

This document, referred to as the “wellness plan” (the plan), is intended to implement policy 3.43 Wellness Policy (Rev’d 11.12.2022), which has been adopted by the Board to comply with the requirements for a school wellness policy. [Section 9A(a) of the National School Lunch Act (NSLA), 42 U.S.C. 1758b; 7 C.F.R. Part 210]

The District’s local Wellness Policy Advisory Committee will work on behalf of the District to review and consider evidence-based strategies and techniques to develop and implement nutrition guidelines and wellness goals required by federal law.

Soliciting Involvement and Input

Federal law requires that certain stakeholders be involved in the development, implementation, and periodic review and update of the wellness policy. The Wellness Policy Advisory Committee will solicit involvement and input from parents, students, the District’s food service provider, physical education teachers, school health professionals, Board members, administrators, and members of the public by:

1. Advertising the Wellness Policy Advisory Committee Meeting on the schools’ social media accounts
2. Publicizing the meeting time and date in each school’s weekly newsletter

Responsibility for Implementation

Each campus principal is responsible for implementing 3.43 Wellness Policy (Rev’d 11.12.2022), and this wellness plan at his or her campus, including submitting necessary information to the Wellness Policy Advisory Committee for evaluation.

The Superintendent is the District official responsible for overall implementation of 3.43 Wellness Policy (Rev’d 11.12.2022), including development of this wellness plan and any other appropriate administrative procedures, and for ensuring that each campus complies with the policy and plan.

Goals for Nutrition Promotion

Federal law requires that the District establish goals for nutrition promotion in its wellness policy. The District’s nutrition promotion activities will encourage participation in the National School Lunch Program, the School Breakfast Program, and any supplemental food and nutrition programs offered by the District.

The District will ensure that any food and beverage advertisements marketed to students during the school day meet the Smart Snacks standards.

The Wellness Policy Advisory Committee will monitor this by:

1. Confirming that items sold meet Smart Snacks standard and only these are advertised.

2. Organizations must get approval from their school's Business Manager before selling the items. The Business Manager may receive assistance from the District Child Nutrition Specialist if needed.

Although the District is not required to immediately remove or replace food and beverage advertisements on items such as menu boards or other food service equipment, or on scoreboards or gymnasiums, the Wellness Policy Advisory Committee will make recommendations when replacements or new contracts are considered.

Implementing Goals for Nutrition Promotion

GOAL 1: HPS's food service staff, teachers and other District personnel shall consistently promote healthy nutrition messages in cafeterias, classrooms, and other appropriate settings.

Objective 1: Display posters with healthy nutrition messages or information.

Action Steps: Posters with nutritional facts and healthy messages shall be posted in school cafeterias and other common areas. These should be posted by the campus Child Nutrition Assistant and/or Business Manager.

School and Community Stakeholders: Students, CN Staff

Resources Needed: Posters

Measures of Success: DCNS will check for this during site visits.

Objective 2: Promote health nutrition messages through announcements and newsletter.

Action Steps: Include facts about healthy eating in weekly morning announcements and newsletters. Child Nutrition Assistants will forward these to the designated staff member.

School and Community Stakeholders: Students, Parents, Staff

Resources Needed: None

Measures of Success: DCNS will review newsletters.

GOAL 2: HPS shall share educational nutrition information with families and the general public to promote healthy nutrition choices and positively influence the health of students.

Objective 1: Include child nutrition in events organized by the school.

Action Steps: Child Nutrition Assistants will prepare booth/flyers and coordinate with event coordinators to share nutritional information with families during the events.

School and Community Stakeholders: Students, Parents, Staff

Resources Needed: Flyers, Tables, Items to pass out

Measures of Success: Have child nutrition involved in at least half of the school's events.

Objective 2: Share National School Lunch Week and National School Breakfast Week information with families.

Action Steps: Child Nutrition Assistants will coordinate and promote events following the themes used by NSLW and SBW. Also, flyers will be sent home with students and information included in weekly newsletters.

School and Community Stakeholders: Students, Parents

Resources Needed: Flyers, prizes

Measures of Success: CNAs should plan at least 1 activity during NSLW and SBW.

Goals for Nutrition Education

Federal law requires that the District establish goals for nutrition education in its wellness policy. State law also requires that the District implement a coordinated health program with a component addressing nutrition services and health education at the elementary and middle school levels.

Implementing Goals for Nutrition Education

GOAL 1: HPS shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors.

Objective 1: Nutrition information shall be given to students that fosters the adoption and maintenance of healthy eating behaviors.

Action Steps: Information given to students shall promote fruits, vegetables, grains, low/fat free dairy products along with daily exercise to foster student's healthy eating behaviors.

School and Community Stakeholders: Students, CN Staff

Resources Needed: Posters, textbooks

Measures of Success: Continue to provide nutritional info during PE and health courses.

Objective 2: Staff providing nutrition education shall prepare accordingly.

Action Steps: Staff involved in providing students with nutrition education shall attend programs/trainings to acquire knowledge in this area.

School and Community Stakeholders: Students, Teachers

Resources Needed: Courses

Measures of Success: Continue to attend training.

GOAL 2: HPS shall make nutrition education will be a School-wide priority and shall integrate nutrition education into other areas of the curriculum, as appropriate.

Objective 1: Nutrition Education shall be integrated in instructional material in subjects where it can be applicable.

Action Steps: Campus administration shall emphasize that nutritional education is integrated into classroom time as appropriate.

School and Community Stakeholders: Students, teachers

Resources Needed: Professional development, time, budget

Measures of Success: Continue to integrate nutrition education in more academic areas.

Objective 2: Nutritional information materials shall be shared with classrooms to support Child Nutrition promotion.

Action Steps: Materials used in NSLW and SBP may be shared with classrooms for teachers to promote as well along with other nutrition education initiatives.

School and Community Stakeholders: Students, teachers, CN staff

Resources Needed: Posters, flyers

Measures of Success: Continue to share materials with teachers.

GOAL 3: HPS shall provide professional development so that teachers and other staff responsible for the nutrition education program are adequately prepared to effectively deliver the program.

Objective 1: Offer professional development to District employees that integrates nutrition to the curriculum.

Action Steps: Physical Education and Health teachers shall receive training on nutrition guidelines.

School and Community Stakeholders: Teachers

Resources Needed: training materials, nutrition courses

Measures of Success: Training seems to be lacking in this area, work on coordinating professional development to integrate nutrition.

Objective 2: Child Nutrition staff will be required to take nutrition focused courses yearly as part of their professional standards hours.

Action Steps: Child Nutrition staff will receive nutrition education from district or other approved outside source.

School and Community Stakeholders: CN staff

Resources Needed: training materials

Measures of Success: CNAs must continue to meet 10 hours of professional standards.

Goals for Physical Activity

Federal law requires that the District establish goals for physical activity in its wellness policy. In accordance with state law, the District will implement a coordinated health program with physical education and physical activity components. The District will offer at least the required amount of physical activity for all grades, as follows:

All elementary school grades will have a minimum of 30 minutes of daily recess. Middle school students will meet the required 4 semesters of Physical Education courses.

Implementing Goals for Physical Activity

GOAL 1: HPS will provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students, including those who are not participating in physical education classes or competitive sports.

Objective 1: Provide programs that foster fitness activities outside the normal school schedule.

Action Steps: Schools shall promote participation in physical activities such as sports teams, clubs and activities such as school dances.

School and Community Stakeholders: Students, Staff

Resources Needed: Sports equipment, music, organizers

Measures of Success: Increase of afterschool clubs involving physical activity, such as sports.

Objective 2: Provide opportunities for physical activity outside of physical education courses.

Action Steps: K-5 students shall be allowed a 30-minute recess. Recess shall not be removed as punishment. Higher grade students shall be allowed 30 minutes of access to outside school grounds where space permits.

School and Community Stakeholders: Students, staff

Resources Needed: None

Measures of Success: Elementary continue to have recess. HS and MS continue to have PE courses and encourage break/recess for HS and MS who do not have recess.

GOAL 2: HPS shall provide appropriate staff development and encourage teachers to integrate physical activity into the academic curriculum where appropriate.

Objective 1: Provide professional development on how to incorporate physical activity in a classroom environment.

Action Steps: Provide professional development on how to incorporate physical activity in a classroom environment.

School and Community Stakeholders: Teachers

Resources Needed: courses, trainers

Measures of Success: No previous baseline.

Objective 2: Encourage teachers to incorporate physical activities as part of their lesson plans.

Action Steps: Besides recess, teachers shall take students outside for activities related to their lesson plan.

School and Community Stakeholders: Teachers, students

Resources Needed: lesson plans

Measures of Success: Teachers should have at least one lesson outside.

GOAL 3: HPS shall encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.

Objective 1: Promote family friendly community events.

Action Steps: School engagement coordinators shall inform parents about events happening in the community involving health, nutrition and exercise education.

School and Community Stakeholders: Parents, students, staff

Resources Needed: community relations

Measures of Success: Form community partnerships and promote events related to this.

Objective 2: Integrate physical activities in afterschool events.

Action Steps: Child Nutrition staff shall be involved in the planning of afterschool events to integrate physical activities when possible.

School and Community Stakeholders: students, teachers, CN staff

Resources Needed: flyers, prizes

Measures of Success: Continue to be part of afterschool programs, festivals, dances, and games involving students and staff.

Goals for Other School-Based Activities

Federal law requires that the District establish goals for other school-based activities in its wellness policy to promote student wellness, create an environment that encourages healthful eating and physical activity, and promote a consistent wellness message.

Implementing Goals for Other School-Based Activities

GOAL 1: HPS shall allow sufficient time for students to eat meals in cafeteria facilities that are clean, safe, and comfortable.

Objective 1: Class schedules will allow for enough time for breakfast and lunch to be served and consumed.

Action Steps: Class schedules shall allow for 10-15 minutes to eat breakfast and 15-20 minutes to eat lunch from the time a student receives their meal.

School and Community Stakeholders: Students, Staff

Resources Needed: None

Measures of Success: Continue to plan for enough time for students to eat their meals.

Objective 2: Schools will foster a clean, comfortable cafeteria environment.

Action Steps: Business Managers will oversee cleanliness of cafeteria as appropriate and the Child Nutrition Assistant will inform them of any issues. Students should feel free and comfortable to socialize with classmates.

School and Community Stakeholders: staff, students

Resources Needed: cleaning supplies

Measures of Success: Receiving passing health inspections scores.

GOAL 2: HPS shall promote wellness for students and their families at suitable School and campus activities.

Objective 1: Encourage all campuses to participate in one wellness event per school year.

Action Steps: Campuses shall participate in one wellness event per school year either in the community or organized by the campus itself.

School and Community Stakeholders: Parents, students, staff

Resources Needed: community relations, staff

Measures of Success: Continue to plan vaccination clinics, field days, mental health clinics and other activities.

Objective 2: Provide wellness information at campus events that promotes healthy lifestyles.

Action Steps: Child Nutrition staff shall work with event coordinators to add wellness information to events when possible.

School and Community Stakeholders: Staff, students, parents

Resources Needed: brochures, flyers

Measures of Success: Integrate wellness information during events.

Nutrition Guidelines

All District campuses participate in the U.S. Department of Agriculture's (USDA's) child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). As required by federal law, the District has established nutrition guidelines to ensure that all foods and beverages sold or marketed to students during the school day on each campus adhere to all federal regulations and guidance and are designed to promote student health and reduce childhood obesity.

Foods and Beverages Sold

The District will comply with federal requirements for reimbursable meals. For other foods and beverages sold to students during the school day, the District will comply with the federal requirements for competitive foods. Competitive foods and beverages are not part of the regular meal programs and occur through sales such as a la carte options or vending machines. For purposes of this plan, these requirements will be referred to as "Smart Snacks" standards or requirements.

Smart Snacks (not sold by Child Nutrition) may be sold throughout the day **except** during mealtimes. Only Smart Snacks sold by Child Nutrition may be sold during mealtimes in the cafeteria. **Foods and beverages that do not meet Smart Snack standards cannot be sold during the school day. A school day is defined as the period from the midnight before the beginning of the official instructional day to 30 minutes after the end of the official instructional day. Therefore, foods and beverages not meeting Smart Snack standards can only be sold until 30 minutes after the last bell of the school day.**

Organizations conducting any sale of Smart Snacks or foods and beverages that do not meet Smart Snack standards must notify the school's Child Nutrition Assistant and Business Manager. This includes any parent organization, student organizations, or organizations not run by school staff/students. For Smart Snacks sales, the Child Nutrition Assistant will submit Smart Snacks documentation for the items to be sold, such as the Smart Snack calculator results or CN label, to the District Child Nutrition Specialist for approval. The smart snacks calculator is found here:

<https://foodplanner.healthiergeneration.org/calculator/>

It is the responsibility of the school's Child Nutrition Assistant and Business Manager to keep complete and accurate documentation of Smart Snacks sold. In addition, documentation of all sales, Smart Snacks and non-Smart Snacks, such as a calendar with sale dates and times and nutrition labels for Smart Snacks.

Smart Snacks sales (not sold by Child Nutrition) may occur one day per month. School administration may decide on the days. However, schools may request to have more than one day per month for Smart Snacks sales. The request should be made to the district office specifying what will be sold, provider, purpose, and time frame.

The following websites have information regarding meal and Smart Snacks requirements:

- <http://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

- <https://www.healthiergeneration.org/take-action/schools/wellness-topics/smart-snacks>
- <https://www.fns.usda.gov/cn/tools-schools-focusing-smart-snacks>

https://squaremeals.org/Portals/8/files/ARM/ARM_Section22_CompFood_200812.pdf

Exceptions for Fundraisers

State rules adopted by the Texas Department of Agriculture (TDA) allow an exemption to the Smart Snacks requirements for up to six days per year per campus when a food or beverage is sold as part of a District fundraiser.

The District will allow the following exempted fundraisers for the 2024–2025 school year:

School administration may decide which 6 days they want to be used for Exempt days. Please notify the District Child Nutrition Specialist by email of the dates chosen as your Exempt days. Record will be kept of each school's 6 chosen dates. Dates can be notified all at once or as they are planned but notifications must be given 2 weeks in advance of the sale date. Sales for Exempt days will not be held in the cafeteria during breakfast, lunch and/or afterschool snacks (if available).

Foods and Beverages Provided

The District will comply with state law, which allows a parent or grandparent to provide a food product of his or her choice to classmates of the person's child or grandchild on the occasion of the student's birthday or to children at a school-designated function.

In addition, the District has established the following local standards for other foods and beverages made available to students:

Foods and beverages may not be given during mealtimes or in areas where school meals are being served and consumed such as the cafeteria or the classrooms. This applies to all foods and beverages given to students, including items brought in on the occasion of the student's birthday and classroom/school celebrations.

Birthday/Classroom celebrations: Sodas are not allowed for Elementary. Only store bought, pre-packaged or restaurant prepared items (not home-made) are allowed. Healthy snacks are encouraged.

- School administration shall have discretion on when to allow the celebrations to take place within the school day. Ex: Birthday celebrations held the last Friday of the month during the last 30 minutes of the day.
- Teachers shall notify parents prior to the celebration date in case of dietary restrictions/food allergies.
- Parent/guardian must notify school administration in writing if they would like to bring in any food item for their student's birthday. The time required to notify in advance is at the discretion of the school administration.

Food from Home: There are no restrictions on what parents provide for their own student's to consume as breakfast, lunch and/or snack, but they may not provide items to other students at the school. The following guidelines also apply:

- Food and/or beverages received by students from a parent/guardian to be consumed during the school day are not allowed to be shared with other students.
- As stated in the HPS student handbook, under Deliveries, "Food items, including but not limited to, fast food, pizza, cakes, etc. will not be accepted for delivery to the students."

Foods and Beverages served during parent events/activities (ex. Muffins for Moms) are not allowed to be provided to students during meal periods and where reimbursable meals are served.

Measuring Compliance with Nutrition Guidelines

The District will measure compliance with the nutrition guidelines by reviewing meal reimbursement submissions from the child nutrition department to TDA, reviewing foods and beverages that are sold in competition with regular school meals, reviewing items sold as part of approved District fundraisers, and monitoring the types of foods and beverages made available to students during the school day.

Policy and Plan Evaluation

At least every three years, as required by law, the District will measure and make available to the public the results of an assessment of the implementation of the District's wellness policy. This "triennial assessment" will evaluate the extent to which each campus is compliant with the wellness policy, the progress made in attaining the goals of the wellness policy, and the extent to which the wellness policy and plan compare with any state- or federally designated model policies. The Wellness Policy Advisory Committee will consider evidence-based strategies when setting and evaluating goals and measurable outcomes.

Public Notification

Annually, the District will notify the public about the content and implementation of the wellness policy and plan and any updates to these materials.

To comply with the legal requirement to annually inform and update the public about the content and implementation of the local wellness policy, the District will include on its website information and activity related to the school wellness policy, including:

3. A copy of the wellness policy [see 3.43 Wellness Policy (Rev'd 11.12.2022)];
4. A copy of this wellness plan, with dated revisions;
5. Notice of any Board-adopted revisions to 3.43 Wellness Policy (Rev'd 11.12.2022);
6. The name, position, and contact information of the District official responsible for oversight and implementation of the wellness policy and wellness plan;
7. Notice of any Wellness Policy Advisory Committee meeting at which the wellness policy or implementation documents are scheduled for discussion;

8. The Wellness Policy Advisory Committee's triennial assessment; and
9. Any other relevant information.

The District will also publish the above information in appropriate District or campus publication.

Records Retention

Records regarding the District's wellness policy will be retained in accordance with law and the District's records management program.