



**Child Nutrition Program**  
**25101 Hwy. 195**  
**Double Springs, Alabama 35553**  
**(205)489-5018**  
**[www.winstonk12.org](http://www.winstonk12.org)**

The mission of the Child Nutrition Program is to serve your student a nutritious lunch in a timely manner and in a safe environment. The cafeteria staff is always accessible and eager to hear from you.

The Child Nutrition Program staff looks forward to serving your students every day. We invite you to eat lunch/breakfast with your student whenever possible.

**Superintendent – Greg Pendley**  
**CNP Director – Bart Shannon**  
**CSFO – Morgan Blankenship**

**Board Members**

**Joey Boteler – President**  
**Allin Bailey – Vice President**  
**Mark Finley**  
**Lamar Frith**  
**Randy Lee**

**Revised & Adopted August 27, 2024**

## **Code of Ethics for Child Nutrition Program Employees**

**A dependable, reliable child nutrition employee will: maintain high standard of personal conduct, be honest and fair in all aspects of employment with the Winston County Board of Education. Improve job performance by seeking new knowledge and skills related to work in food service. Cooperate with administrators and associates to achieve a high quality, cost effective child nutrition program for Winston County School students. Uphold policies and procedures of the Winston County Board of Education, State Department of Education, and the USDA**

## **CHILD NUTRITION PROGRAM**

### **General**

Each school in the School District shall maintain a quality Child Nutrition Program (CNP) as a service to students. All meals served shall meet the standards as provided in federal, state, and local laws and/or rules and regulations. The Child Nutrition Program (CNP) shall provide food service for breakfast and lunch in all Winston County Schools.

The CNP supervisor, the CNP manager, and the local school principal shall always seek to provide students with a nutritious and well-balanced meal at a nominal charge. The school CNP shall be operated in an economically sound manner but shall not seek to make a profit at students' expense.

The local school principal shall be directly responsible for the operation of the lunchroom located at his/her school.

### **Free and Reduced Priced Lunches**

Free and/or reduced-priced lunches shall be available to qualified students. It shall be the responsibility and duty of local school principals to provide information concerning free and reduced-priced meals to all students in their schools. A paper copy of the free and /or reduced lunch application may be obtained from your local school. The link to an online free and/or reduced lunch applications are located at [www.winstonk12.org](http://www.winstonk12.org) help is available at your local school online applications.

**Student Lunch Periods-All** students in the respective schools shall have a reasonable and u **Online payment – An online payment link (My School Bucks) is located at [www.winstonk12.org](http://www.winstonk12.org) or [www.myschoolbucks.com/](http://www.myschoolbucks.com/)** Parents/Guardians are encouraged to create an account to view student balances and deposit money.  
niform lunch/breakfast period.

### **Charging of Meals**

*\* The following plan of action has been carefully developed by the District CNP staff and approved by the local School Board. Careful consideration has been given to establish parameters that allow for flexibility of student charges to maintain consistency while establishing effective monetary procedures. It is the intent of Winston County Schools to effectively serve its students' educational and nutritional needs at all times.*

Students who are enrolled in Winston County Schools will be allowed to charge ONLY REIMBURSABLE MEALS. All non-students and visitors will not be allowed to charge any items. The maximum allowable charged amount to a student's account will be pre-determined by the CNP Director each school year. Students should be encouraged to pay their charge the next school day. An attempt to notify parent/guardian by phone will be made to notify of low/negative student balances. If after no more than five school days a student has not paid for a charge, the CNP manager shall report to the school principal or his/her designee that a student is delinquent in paying for a charged meal. The principal or designee shall talk to the student about the charge. If after the following day the charge is not paid, the principal or designee shall make the parents aware of the meal charge. At the end of each grading period all charges shall be paid either by the student or nonpublic funds made available from the school office. The school office may try to recover this expense. When a student has charged the maximum allowed, the student should look to other sources for funds or each school may develop a plan for additional charges using nonpublic funds.

Under no circumstance shall a student in Winston County Schools be denied a meal due to lack of funds. When applicable, parents should be made aware of the Free/Reduced price meal guidelines if charging meals becomes a problem.

Employees of the Winston County Board of Education shall charge a maximum of one breakfast and one lunch.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: Jun. 24, 1986; REVISED: July 7, 1998, Feb. 23, 2006, June 23, 2022  
LEGAL REF: State Department Memo, 12/8/05, June 9, 2022

### **CHECKS RETURNED FOR INSUFFICIENT FUNDS (NSF)**

Worthless checks are returned from the bank to the CFO, who sends a copy of the check and letter from the bank to the CNP Manager. The CNP manager will contact the endorser informing them that they have a check returned for insufficient funds and they must replace the returned check with cash, money order or certified check. If endorser does not replace the check, non-public local funds shall be deposited into the Child Nutrition Program fund to cover uncollected bad checks.

## **BAD DEBT**

Outstanding debt that is not collectible will be classified as bad debt. This debt will be collected from the school administration at the end of each semester.

## **BONDED EMPLOYEES**

In accordance with The Code of Alabama, the Superintendent of Schools and the Chief School Financial Officer must give bond in an amount fixed by the State Superintendent of Education in a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be placed on file with the state Department of Education and with the Probate Judge of the County.

The Board delegates to the Superintendent of Schools the responsibility to secure surety bonds, in an amount of agreed upon by the Superintendent of Schools and the Board, for all employees of the School District who may be charged with the custody and /responsibility for handling public school funds. Currently local school principals, local school assistant principals, local school secretaries/bookkeepers, local school secretary/receptionists, local school lunchroom managers and Central Office secretaries/bookkeepers shall be bonded for not less than \$100,000. The Superintendent of Schools shall be bonded for not less than \$100,000, and the Chief School Financial Officer for not less than \$100,000.

The School District, by law, is authorized to expend public school funds to pay necessary premiums for said surety bonds.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: September 26, 1986; REVISED: Oct. 19, 2006, Dec. 19, 2006  
LEGAL REF: The Code of Alabama 16-8-33, 16-9-3, 16-13-8 to 9, 16-1338; 16-13a,  
Eligibility Guidance for School Meal Programs, SDE Publication;  
Alabama State Department of Education, Division of Federal  
Administrative Service Spring, 1985 Publication.

**CIVIL RIGHTS – The Winston County Child Nutrition Program abides by the USDA Civil Rights Policy. A copy is posted on [www.winstonk12.org](http://www.winstonk12.org)**

**Standard Operating Procedures – Winston County Child Nutrition**  
**Department**

- 1.No visitors in kitchen without manager approval.
- 2.Outside doors should remain locked.
- 3.Do not cash checks.
- 4.Do not deduct adult meals from student accounts, this includes teacher meals.
- 5.Food from outside sources must not have logo.
- 6.Managers may sub commodities, fruits and vegetables as needed and as long as they meet nutritional standard/analysis and food based compliance.
- 7.Field trip meals taken from schools, a teacher or assistant will call the lunchroom manager to let the lunchroom know that all meals have been distributed and we will deduct meals from student accounts. Teacher/assistant will also report the students that did not take a lunch to ensure the meal is not deducted from lunch account.  
(State Guidance)
- 8.Bodily fluid spill/clean up, must be performed by someone other than lunchroom personnel. (State Guidance)
- 9.No refunds are to be made from student lunch accounts. Parent/guardians may request the balance of a lunch account. An account balance check will be issued from Central Office on the next pay period.
10. If fire/tornado drills are during meal service, student plates that must be left to participate in drills, upon return of students from drill the plates of food should be discarded and new plates reissued at no charge. (State Guidance)
11. Any products delivered to lunchrooms on weekends should be inspected immediately on the day the employees return to work. The company should be contacted at that time.
12. At the end of every semester, negative lunch accounts will be paid by the principal.
13. No cell phones use in kitchen.
14. Mosaic – a la carte and adult leftovers will be added to the 9-12 production record.



## OFFER VS SERVE- All Winston County Schools participate in offer vs serve.

### USDA

United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

DATE: July 21, 2015

MEMO CODE: SP 41-2015

SUBJECT: Updated Offer versus Serve Guidance for the National School Lunch Program and School Breakfast Program Effective Beginning School Year 2015-2016

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

Offer versus Serve (OVS) is a provision in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) that allows students to decline some of the food offered. The goals of OVS are to reduce food waste in the school meals programs while permitting students to decline foods they do not intend to eat.

Attached is the updated guidance manual for operators using OVS, which is optional at all grade levels for breakfast and required at the senior high school level only for lunch.

This guidance is intended to clarify the requirements of OVS, specifically related to what students must take in order to have a reimbursable meal.

An amendment to this guidance has been made under the milk option section to make it clear that while water must be available to students during meal service, operators may not offer water as an alternative to milk, as water is not considered part of the reimbursable meal. Other modifications are minor, primarily removing dates related to provision phase-in.

#### ***OVS at Lunch***

At lunch, schools must offer students all five required food components in at least the minimum required amounts. The components at lunch are: meats/meat alternates; grains; fruit; vegetables; and fluid milk. Under OVS, a student must take at least three components in the required serving sizes. One selection must be at least ½ cup from either the fruit or vegetable component.

Regional Directors

State Directors

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*OVS at Breakfast*

At breakfast, schools must offer students all three required food components in at least the minimum required amounts. The components at breakfast are: grains (with optional meats/meat alternates allowed); juice/fruit/vegetable; and milk. Under OVS, a student must be offered at least four food items and must select at least three food items, one of which must be ½ cup of fruit or vegetables for OVS.

For specific questions related to the lunch or breakfast meal pattern requirements, please refer to Food and Nutrition Service (FNS) memorandum SP 10-2012v.8, Q&As on the Final Rule - Nutrition Standards in the National School Lunch and School Breakfast Programs  
[http://www.fns.usda.gov/sites/default/files/SP\\_10-2012v8os.pdf](http://www.fns.usda.gov/sites/default/files/SP_10-2012v8os.pdf)

We appreciate all you do for the School Meal Programs and look forward to continuing to work with you to improve the nutrition of America's children. State agencies are reminded to distribute this memo and attachment to program operators immediately. SFAs should contact their State agency for additional information. State agencies may direct any questions concerning this guidance to the appropriate Food and Nutrition Service Regional Office.

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Angela M. Kline

Director

Policy & Program Development Division

Child Nutrition Programs

Attachment

## **PROCUREMENT PROCEDURES**

All procurements of food, supplies, goods, and other services with the Child Nutrition Program will be consistent with federal, state, and local laws and regulations. Source documentation will be available to determine open competition, the reasonableness, and the allocation of costs. This Procurement Plan coincides with the Winston County Schools Financial Department Procurement Plans. This document simply details the responsibilities and guidelines for the Child Nutrition Program.

### **Procurement Plan Table of Contents**

Section I General Requirements  
Section II Micro Purchasing  
Section III Purchasing Equipment  
Section IV Small Purchases  
Section V Formal Procurement  
Section VI Exceptions  
Section VII Noncompetitive Negotiation  
Section VIII Emergency Purchasing  
Section IX General Guideline for Bidders

***Attachment 1*** - Sample Bid Awareness Letter

***Attachment 2*** - Sample Table of Contents

***Attachment 3*** - Sample Invitation to Bid

***Attachment 4*** - Sample Instructions to Bidders

***Attachment 5*** - Sample Required Federal Provisions for Procurement in CNP Program

***Attachment 6***- Sample Delivery Addresses/Point of Contact

***Attachment 7*** - Sample Bid Specifications/Proposal Form

***Attachment 8***- Sample Vendor Certification

***Attachment 9***- Sample Owner Disclosure Certificate

***Attachment 10***- Sample Non-Collusive Bidding Certification

***Attachment 11***- Sample References Form

***Attachment 12***- Sample Certification of Compliance with Specifications

***Attachment 13***- Sample Certification Regarding Drug Free Workplace Requirements

***Attachment 14***-Sample USDA Form AD-1048

***Attachment 15***- Sample Memo regarding HB56-AL Immigration Law Compliance

***Attachment 16***- Sample Affidavit of Alabama Immigration Compliance

***Attachment 17***- Sample Alabama Law Compliance Requirements to all Contractors

***Attachment 18***- Sample Affidavit of Alabama Immigration Compliance-Subcontractor

***Attachment 19***- Sample CNP Federal Provisions



*Attachment 20-* Sample Small Purchasing Checklist *Attachment 21-* Sample Bid Sign in Sheet  
*Attachment 22-* Sample Bid Tally Sheet  
*Attachment 23-* Sample Informal Quote Log  
*Attachment 24-* CNP Capital Equipment Pre-Approval List  
*Attachment 25-* Sample Scoring Rubric  
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*Attachment 29-* Sample Bid Checklist of Required Items  
*Attachment 30-* Procurement Checklist for Directors  
*Attachment 31-* Joint Purchasing Agreement Letter

## **SECTION I - PROCUREMENT PLAN GENERAL REQUIREMENTS**

- A. This plan is adopted as a condition of Winston County Schools' participation in the USDA Child Nutrition Programs. Winston County Schools uses procurement procedures that reflect state and local law, while also ensuring compliance with applicable federal law.
- B. The Child Nutrition Program Director is primarily responsible for overseeing all procurement for Winston County Schools food service department, including any procurement conducted on behalf of Child Nutrition Program. This responsibility includes, but is not limited to, the responsibilities set forth below:
  - a. Ensures that all Winston County Schools procurement transactions are conducted on a manner that provides full and open competition in accordance with federal law.
  - b. Manages contracts and oversees vendors and/or ensuring that vendors perform in accordance with the terms, conditions, and specifications of vendor contracts and/or purchase orders.
  - c. Ensures that vendors who develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals are *excluded* from competing for such contracts and/or purchase orders.
  - d. Ensures that all contractual and administrative issues arising out of procurements for the Winston County Schools' food service department are handled in accordance with good administrative practice and sound business judgment.
  - e. Ensures that all sufficient records detailing Winston County School's CNP procurement history, as well as the procurement history of all other entities procuring on behalf of Winston County Schools CNP, are maintained.
    - a. The records maintained for contracts include, at a minimum, the following records:
      - 1) Rationale for methods of procurement
      - 2) Selection of procurement type
      - 3) Selection or rejection of vendor
      - 4) Basis for contract price
    - b. These records are maintained for at least seven (7) years after submission of the final claim for Reimbursement for the fiscal year or longer if otherwise required by law.

**C. Purchasing will be conducted at the most restrictive procurement threshold:**

	Federal Procurement Thresholds	State of Alabama Procurement Thresholds
<b>Micro-purchasing</b>	<b>\$0 - \$50,000</b>	<b>Less than \$10,000</b>
<b>Equipment</b>	<b>Over \$5,000</b>	<b>Over \$5,000</b>
<b>Small/Informal</b>	<b>Over \$50,000 – Less than \$250,000</b>	<b>Over \$10,000- less than \$40,000</b>
<b>Formal</b>	<b>\$250,000 +</b>	<b>\$40,000 + (Exceptions: *Alabama Farm to School Act *Alabama Joint Cooperative Act *Exemption to Alabama Bid Law Act)</b>

**D. The following records will be maintained for six years plus the current year:**

- E. The SFA takes necessary affirmative steps to ensure that small businesses, minority firms, women's business enterprises, and labor surplus area firms are used when possible.
- F. The following Code of Conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by the Child Nutrition reimbursement funds. These written standards of conduct include:
  - a) Conflicts of Interest
    - 1) No employee, officer, or agent shall purchase or establish a contract if a conflict of interest, real or implied, would be involved.
    - 2) Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award.
      - i. The employee, officer, or agent.
      - ii. Any member of the immediate family
      - iii. His or her partner
      - iv. An organization that employs or is about to employ one of the above
  - b) Disciplinary Action
    - 1) Penalties for violation of the standards of the Code of Conduct may include any of the following:
      - i. Reprimand
      - ii. Dismissal
      - iii. Any legal action necessary
  - c) Gratuities, Favors, and Gifts
    - 1) Employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
    - 2) Staff are allowed to accept gifts of de minimum value as defined by the Alabama Ethics Law such as promotional items commonly distributed to the general public.

## **SECTION II- MICRO PURCHASING**

If the amount of purchases for items up to and including \$10,000, the following procedure will be used.

1. Purchases will not be separated to meet or stay below the \$10,000 threshold.
2. The price quotes will not be required. Competition is not required.
3. When practicable, micro-purchases will be distributed equitably among qualified suppliers.
4. Documentation of purchases will be kept and maintained for a minimum of 6 years plus the current year.
5. The CNP Director will be responsible for documentation of purchases.

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## **SECTION III-PURCHASING CAPITAL EQUIPMENT**

If the amount of purchases for equipment is greater than \$5,000, the following procedure will be used.

1. Written specifications will be prepared and provided to vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two vendors shall be contacted (if available).
3. The price quote will receive appropriate confidentiality before the award.
4. If the item being purchased is not included on the CNP Capital Equipment Pre-Approved List (attachment), Winston County Schools will seek prior approval from the Child Nutrition Director at the Alabama State Department of Education (ALSDE) by completing the Equipment Request Form. The request should be submitted and pre-approval granted from ALSDE before the school board can vote to approve any purchases of \$5,000 or more.
5. Quotes will be awarded by the Child Nutrition Program Department. It is not the policy of the Winston County Schools to purchase based on low bid only. Quality, conformity with specifications, the purpose for which required, terms of delivery, transportation charges, and dates of delivery are factors that may be used to determine the low responsible bidder.
6. The CNP Director will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and *written specifications*.
7. The CNP Director will be responsible for documentation that the actual product specified is received.

*Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

## **SECTION IV - SMALL PURCHASES**

If the amount of purchases for items is greater than \$10,000 and less than or including \$40,000, Small Purchase Procedures will be utilized. There are two methods of Small Purchasing allowed, either Quotes and/or a Market Basket Study. Quotes documented from an adequate number of qualified sources will be required.

### **Method 1- Quotes:**



1. Written specifications will be prepared and provided to the vendor.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two to three vendors shall be contacted.
3. The CNP Director will be responsible for contacting potential vendors when price quotes are needed.
4. Confidentiality for price quotes will be maintained until the purchase is made.
5. Quotes will be awarded by the CNP Director. It is not the policy of the Winston County Board of Education to purchase based on low bid only. Quality, conformity with specifications, the purpose for which required, terms of delivery, transportation charges, and dates of delivery are factors that may be used to determine the low responsible bidder. Bidders must abide by the provisions of the Americans with Disabilities Act of 1990 in order to provide goods or services to the Winston County Board of Education.
6. The CNP Director will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and **written specifications**.
7. The CNP Director will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the CNP Director may select the acceptable alternative. Full documentation will be made available as to the selection of the acceptable item. Substituted items will not be made solely at the vendor's discretion.
9. Purchasing will be based on the following criteria:
  - a) Price - Example: quality, delivery, service, etc.
  - b) Request Requirements
  - c) If two quotes are equal, consideration may be given to the vendor which was last awarded a bid from Winston County Schools
10. If the purchase is below the most restrictive micro purchase threshold, small purchase may be used.

Price Escalation/De-escalation. All price increases/decreases shall be based on new published manufacturer's selling price for the goods (milk and produce) specified herein.

#### **Method 2- Market Basket Study: Milk and Produce**

1. The Market Basket Study list of products must be created annually.
2. The Market Basket Study must include no less than twenty product items that are:
  - a. most frequently purchased
  - b. products that make up the largest part of the budget
3. Prices must be obtained for the products on the Market-basket Study for two or more vendors.
4. Food (produce and milk) items will be purchased from the vendor/store based on the results of the current Market Basket Study. Non-processed agricultural products exceeding \$250,000 will require formal procurement as well.
5. SFAs may use clauses for milk bid contracts, allowing for price escalation/de-escalation according to a raw milk index. Approved index reports enable price adjustments based on inflation, product availability, and other factors. The USDA currently references three index reports:
  - a. Raw Milk Index
  - b. Consumer Price Index (CPI): Adjusts according to current inflation rates.
  - c. Agricultural Market Services (AMS): Adjusts according to the current agricultural market.

For instance, if the SFA's current fresh produce bid includes a clause allowing price adjustments based on the Consumer Price Index (CPI) for inflation, the SFA can renew the contract with supporting CPI documentation as of the renewal date. If the inflation rate is 3% at the time of renewal, the vendor may increase the product price by up to 3% from the initial firm fixed price without it being considered a material change. Additionally, if the Agricultural Market Services (AMS) clause is included in the original bid contract, the renewal would allow

price adjustments according to the current AMS index for each item. For example, if peaches are initially bid at

\$30.00 per case and the CPI inflation rate is 3% while the AMS index for peaches is 1%, the vendor may increase the price to \$31.20 ( $\$30 \times 4\% = \$1.20$ ), which is allowable without being a material change. However, such adjustments are permissible only if the original contract includes the index clause. An SFA may not arbitrarily allow price increases or decreases without an approved index. Statements permitting a 10% annual price increase are not allowable; adjustments must be tied to a verifiable index documented at the time of renewal.

6. The CNP Director will be responsible for obtaining prices from vendors or stores annually.
7. Vendor/store selection will be to the lowest and best quote based upon quality, service availability, price, and/or delivery.
8. The CNP Director will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and **written specifications**.
9. The CNP Director will be responsible for documentation that the actual product specified is received.
10. Non-food service items not included in the Market Basket Study should follow standard Informal Procurement requirements by obtaining two or more quotes.



## SECTION V – FORMAL PROCUREMENT BID

### *Purchases over \$40,000 or greater*

1. If the amount of purchases is \$40,000 or greater, formal procurement procedures will be used. Responsibilities include, but are not limited to, the following:
  - Ensuring that contracts are awarded to the bid or proposal that is responsive to the solicitation and most advantageous to Winston County Schools.
  - Ensuring that, when weighed criteria is used as part of the solicitation, a weighted evaluation sheet is provided to each bidder in the initial bid document materials; price and other factors are considered with price receiving the highest weight; and a firm fixed price or cost reimbursable contract is awarded following evaluation and / or negotiation (as applicable.)
  - Ensuring that the bid tabulation or the evaluation criterion score sheet is signed signifying a review and approval of the selections.
  - Monitoring the formal procurement system to ensure compliance with applicable laws.
  - Ensuring that all procurement documentation relating to formal procurement is maintained.
  - An advertisement by the Child Nutrition/Finance department is required for all purchases over the district's small purchase threshold of \$40,000. Ensuring that the initial procurement solicitation and the final awarded contract include all required contract language and meet the requirements of local, state, and federal law.
  - Ensuring compliance with the Buy American Provision.
  - Ensuring that a vendor obtains, in advance, written approval for any non-domestic agricultural product supplied to Winston County Schools.
  - Ensuring that full documentation is received documenting why an accepted item is unavailable.
  - Ensuring that vendor documentation is reviewed and audited before Winston County Schools selects an acceptable alternative.
  - Selects an acceptable alternative when a product is not available.
  - Ensuring that the solicitation is advertised by the CNP Director to publicize the SFA's intent to purchase needed items.
  - An advertisement is required for all purchases over the district's small purchase threshold of \$40,000. The announcement will contain a:
    - General description of items to be purchased
    - Deadline for submission of questions and the date written responses will be provided including addenda to bid specifications, terms, and conditions as needed
    - Date of pre-bid meeting, if provided, and if attendance is a requirement for bid award Deadline for submission for bids or proposals; and
    - Address of location where complete specifications and bid / proposal forms may be obtained.
  - Ensuring that advertisements run for a minimum of 10 business days.
  - Ensuring that vendors are given the same opportunity to bid on the same product specifications.
  - Ensuring that purchase conditions are clearly defined in the solicitation.
  - Ensuring that the initial procurement solicitation and the final awarded contract include all required contract language and meets the requirements of local, state, and federal law.
  - The developer of written specifications or descriptions for procurements will be *prohibited* from submitting bids or proposals for such products or services.

## **LUNCHROOM WORKERS – FUNDRAISER –**

Lunchroom workers that work fundraisers for an outside organization (not a school function) may be paid directly by the outside organization.

Lunchroom workers that work fundraisers for a school organization or function – the organization will pay the board and the board will pay the lunchroom workers.

If either of the above organizations use the kitchen, a lunchroom worker must be present, (the lunchroom worker chosen to work will be chosen by the lunchroom manager). A lunchroom worker is not needed if the organization is only using the dining room. The organization having the fundraiser will be responsible for cleaning/sweeping of the dining room and carrying out of trash.

CNP Director: Bart Shannon

CSFO: Morgan Blankenship

## **School Breakfast Program**

The Winston County Board of Education participates in the School Breakfast Program making it possible for all students in the system to receive a nutritious breakfast every school day. First established by Congress as a pilot program in 1966, the School Breakfast Program became a permanent entitlement program in 1975 and has continued to expand year after year.

### **Why the School Breakfast Program is Important**

*Many children would not otherwise eat a nutritious breakfast every morning.*

Often time families are on a very tight budget and cannot afford to provide a good breakfast home every day. Regardless of income, families today live busy lives that can make it difficult to sit down long enough in the morning to eat a nutritious breakfast. Other children may have long commutes to school or long periods between breakfast at home and school lunch, leaving them hungry at the start of the school day.

*Eating breakfast at school supports health and learning for low-income children.*

Studies conclude that students who eat school breakfast increase their math and reading scores as well as improve their speed and memory in cognitive tests. Research also shows that children who eat breakfast at school closer to class and test-taking time perform better on standardized tests than those who skip breakfast or eat breakfast at home. Compared to children who do not eat breakfast or eat breakfast at home, children who eat school breakfast: are less likely to be overweight, have improved nutrition, eat more fruits, drink more milk, consume a wider variety of foods.

### **SUMMER FOOD PROGRAM** – SFSP/SSO

Winston County Schools may participate in the Summer Food Service Program (SFSP) or Seamless Summer Option (SSO), which provides meals free of charge to students (18 years of age and younger) during the summer months when school is not in session. Times and locations are posted to the school and district websites and the local newspapers.

### **NATIONAL SCHOOL LUNCH PROGRAM** – NSLP

The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balance, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

**FORMS** – Field Trip and Diet Prescription/Allergy - location [www.winstonk12.org](http://www.winstonk12.org)

**OUTSIDE FOOD SOURCES** – Outside food sources may ONLY be brought by a parent/guardian to their own students. Students are also permitted to bring food from home. All food brought into the school lunchroom must be contained in a non-logo container. This includes all foods from outside entities such as fast food restaurants. It is the responsibility of the parent/guardian to provide alternative containers for these food items. Failure to provide these non-logo containers may result in the refusal of food items at the school site.

**REFUNDS FROM LUNCH ACCOUNTS** – Please contact your school lunchroom manager for balance and request withdrawal forms. Request forms will be submitted to Central Office. Checks are written on the 10<sup>th</sup>, 20<sup>th</sup>, and 30<sup>th</sup> of each month.

All non-returning students who have funds remaining in their personal lunch accounts may request these funds up to 2 weeks after the conclusion of the school year. After this time, all remaining funding will be transferred to a designated account that will be used to reconcile outstanding balances or to assist future student needs at the discretion of the lunchroom manager.

**DISPOSAL OF SOLID WASTE FROM SCHOOL CAFETERIAS** – The Board shall prohibit the disbursement of food refuse. Spoiled food shall be contaminated with bleach and put in proper trash receptacles to prevent improper disbursement of food refuse.

**FOOD SAFETY** – For purpose of this policy, each school within Winston County School System will implement and maintain a food safety program based on the Hazard Analysis Critical Control Point (HACCP) guidelines as required by USDA. The Winston County Board of Education recognizes that the food safety programs in the schools participating the National School Lunch and/or Breakfast Program will conform to the Healthy Hunger Free Kids Act of 2010 of the Richard B Russell Nation School Lunch Act. The Board of Education will maintain a food safety program in each school following HACCP guidelines for the preparation and service of school meals served to children. Each lunchroom maintains a HACCP manual with Standard Operating Procedures (SOP).

**HEALTH INSPECTIONS** – Winston County School are permitted by the Alabama Department of Public Department and is inspected at least twice in a school year.



**Professional Standards for All School Nutrition Program Employees Summary of the Final Rule Effective July 1, 2015**

USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

The standards, another key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), aim to institute minimum education standards for new State and local school nutrition directors as well as annual training standards for all school nutrition professionals. These new standards will ensure school nutrition personnel have the knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals. This final rule will:

- Create minimum hiring standards for new school food authority (SFA) directors based on a school district's size;
- Establish minimum hiring standards for new State directors of school nutrition programs and State directors of distributing agencies; and
- Require minimum annual training for all new and current school nutrition professionals.

<b>All Directors:</b>	<b>For School Year 2015-2016 ONLY: at least 8 hours of annual continuing education/training.</b> Beginning school year 2016-2017: at least 12 hours of annual continuing education/training. This required continuing education/training is in addition to the food safety training required in the first year of employment.
<b>All Managers:</b>	<b>For School Year 2015-2016 ONLY: at least 6 hours of annual continuing education/training.</b> Beginning school year 2016-2017: at least 10 hours of annual continuing education/training.
<b>All Other Staff:</b>	<b>For School Year 2015-2016 ONLY: at least 4 hours of annual continuing education/training.</b> Beginning school year 2016-2017: at least 6 hours of annual continuing education/training.
<b>Part-Time Staff:</b>	Each year, at least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked.



**WINSTON COUNTY SCHOOLS – YEARLY CHILD NUTRITION WORKER**  
**NONPROFESSIONAL PERFORMANCE EVALUATION**

**\*PLEASE SEE EVALUATION FORM ON THE NEXT PAGE**

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_ YEARS IN POSITION \_\_\_\_\_

TENURED: YES \_\_\_\_\_ NO \_\_\_\_\_

SERVSAFE CERTIFIED: YES \_\_\_\_\_ NO \_\_\_\_\_

\*\*\*RATING CODE: 1. EXCELLENT, 2. ABOVE AVERAGE, 3. AVERAGE, 4. BELOW AVERAGE 5. POOR

ALL ITEMS WITH A 4 OR 5 RATING MUST BE ACCOMPANIED WITH SPECIFIC SUGGESTIONS FOR IMPROVEMENT.

	1	2	3	4	5
1. APPEARANCE	—	—	—	—	—
2. ATTENDANCE AND PROMPTNESS	—	—	—	—	—
3. ATTITUDE	—	—	—	—	—
4. USES TIME EFFICIENTLY	—	—	—	—	—
5. MAINTAIN CONFIDENTIALITY OF INFORMATION	—	—	—	—	—
6. RELATIONSHIP WITH OTHERS (gets along well)	—	—	—	—	—
A. ADMINISTRATION/SUPERVISOR	—	—	—	—	—
B. TEACHERS	—	—	—	—	—
C. CO-WORKERS	—	—	—	—	—
D. STUDENTS	—	—	—	—	—
E. PUBLIC	—	—	—	—	—
7. EXERCISES GOOD JUDGEMENT	—	—	—	—	—
8. MAINTAIN PROPER CARE OF EQUIPMENT	—	—	—	—	—
9. COMMUNICATES EFFECTIVELY	—	—	—	—	—
10. FOLLOWS BOARD POLICY & ADMINISTRATIVE DIRECTION	—	—	—	—	—
11. ACCEPTS CONSTRUCTIVE CRITICISM	—	—	—	—	—
12. JOB PERFORMANCES:					
A. OPERATES KITCHEN EQUIPMENT	—	—	—	—	—
B. PREPARES GOOD QUALITY FOOD IN LARGE QUANTITY	—	—	—	—	—
C. ORGANIZES WORK WELL	—	—	—	—	—
D. WORKS WELL WITH GROUPS TO FINISH A DAYS TASK	—	—	—	—	—
13. JOB PERFORMANCE:					
A. WORKS INDEPENDENTLY WITH LITTLE SUPERVISION	—	—	—	—	—
B. KEEPS WORK AREA CLEAN AND WELL ORGANIZED	—	—	—	—	—
C. DRESSES APPROPRIATELY, NO SHORTS, CLEAN, NON REVEALING CLOTHING, FREE OF HOLES, HAIR SHOULD BE WELL SPRAYED, LONG HAIR UP, NO OPEN TOED SHOES, WEAR SKID RESISTANT SOLES, PLAIN WEDDING BAND, EARRINGS WITH A DROP OF NO MORE THAN AN INCH. NO FAKE OR POLISHED NAILS, NAILS SHOULD NOT BE LONGER THAN THE TIPS OF FINGERS	—	—	—	—	—
D. USES CORRECT SAFETY AND LIFTING PROCEDURES	—	—	—	—	—
E. ADAPTS TO CHANGING SITUATIONS	—	—	—	—	—
F. SHOWS INTEREST AND PRIDE IN WORK PERFORMED	—	—	—	—	—
G. FOLLOWS RECOMMENDED SANITATION PRACTICES	—	—	—	—	—
H. FOLLOWS INSTRUCTION CAREFULLY	—	—	—	—	—
I. MAINTAINS HIGH STANDARD OF FOOD PREPARATION	—	—	—	—	—
J. FOLLOWS INSTRUCTION CAREFULLY	—	—	—	—	—
K. DISPLAYS INITIATIVE AND CREATIVITY	—	—	—	—	—

COMMENTS: \_\_\_\_\_

SIGNATURE BELOW INDICATES A CONFERENCE BETWEEN EMPLOYEE AND EVALUATOR WAS HELD. THE EMPLOYEE'S SIGNATURE ON FORM INDICATES THE EMPLOYEE HAS REVIEWED THE FORM DURING THE CONFERENCE WITH THE EVALUATOR AND HAS SEEN ALL COMMENTS ON FORM. THE EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY INDICATE AGREEMENT WITH THE EVALUATION.

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
SIGNATURE OF EVALUATOR



## Winston County Board of Education

Mr. Greg Pendley, Superintendent of Education

# Wellness Policy On Nutrition and Physical Activity

### Committee Members

Greg Pendley, Superintendent  
Morgan Blankenship, CSFO  
Bart Shannon, Child Nutrition Director  
Micah Smothers, High School Principal  
Jon Baker, Middle School Principal  
Heather Tucker, Elementary School Principal  
Faye Cockrell, School Nurse  
Juli Veal, Physical Education Teacher  
Justin Guin, General Public Representative  
Todd Tittle, Parent Representative

**Winston County Board of Education  
Wellness Policy on Physical Activity and Nutrition**

The Winston County School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

**Therefore, it is the policy of the Winston County School District that:**

1. The school district shall engage students, parents, teachers, teachers of physical education, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district wide nutrition and physical activity policies.
2. All students in grades PK-12 shall have opportunities, support, and encouragement to be physically active on a regular basis.
3. Foods and beverages sold or served at school shall meet the nutritional recommendations of the *Healthy Hunger-Free Kids Act of 2010*.
4. Qualified child nutrition professionals shall provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students and shall provide clean, safe, and pleasant settings and adequate time for students to eat.
5. To the maximum extent practicable, all schools in our district shall participate in available federal school meal programs, including the School Breakfast Program, National School Lunch Program, After-School Snack Program, and Summer Feeding Program.
6. Schools shall provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and shall establish linkages between health education and school meal programs, and with related community services.
7. Signage in the school environment will promote good nutrition.

**Responsibility of School Food Service**

It shall be the responsibility of the administration of the Child Nutrition Program to administer the food service program. All meals served should be in compliance with Nutrition Standards in the National School Lunch and Breakfast Program (77 FR 4088).

**Responsibility of Cafeteria Managers**

Cafeteria Managers shall be responsible for adherence to all state guidelines on foods and beverages served in the cafeteria. In addition, Managers shall adhere to compliance with foods of minimal nutritional value as identified under USDA regulations 7CFR210, Appendix B, Categories of Foods of Minimal Nutritional Value.

**Principal or Designee Responsibility**

Responsibility for sales of Foods and Beverages outside of reimbursable school meals or a la carte items in the cafeteria - The principal of each school, or a designee, shall be solely responsible for compliance with USDA regulations 7CFR210, Appendix B, Categories of Foods of Minimal Nutritional Value, sold in vending machines, school stores or concession stands during school hours. A snack or an a la carte item should

be in compliance with the USDA Smart Snacks in School standards.

**The Smart Snack Calculator may be found at:**

[https://www.healthiergeneration.org/take\\_action/schools/snacks\\_and\\_beverages/smart\\_snacks/alliance\\_product\\_calculator/?gclid=CjwKEAjwt8e2sBRCYte6U3suRjFESJAB4gn\\_g1jlxg-Y83JUEV8x9oTQRHOMSI141I0DHGHwmeaa6BxoCDCrw\\_wcB](https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/?gclid=CjwKEAjwt8e2sBRCYte6U3suRjFESJAB4gn_g1jlxg-Y83JUEV8x9oTQRHOMSI141I0DHGHwmeaa6BxoCDCrw_wcB)

The Principal of each school will complete the Wellness Policy Review Form outlined on Pages 13-17 and, if applicable, the Exempt Food Fundraiser Procedure outlined on pages 11-12.

**School Action Plan:**

The Winston County Board of Education will provide a district wellness policy that will serve as building blocks for wellness throughout the district. Each school shall conduct an annual evaluation to identify strengths and weaknesses and prioritize changes as needed for improving student health. This will be accomplished by completing the annual school progress report.

**I. Nutritional Quality of Foods and Beverages Sold and Served on Campus**

The school campus shall reflect a healthy nutrition environment. Adequate time to eat shall be allowed to have a pleasant dining experience. Schools shall ensure that all students have daily access to meals served. Schools may not establish policies, class schedules, bus schedules, or other barriers that directly or indirectly restrict access to or the completion of meals.

**School Meals:**

Meals served through the National School Lunch, Breakfast, Snack, and Summer Programs shall:

1. Be appealing and attractive to children and be served in clean and pleasant settings using HACCP food safety principles to ensure the best quality of food;
2. Schools shall focus on improving meal quality and increasing the variety of fruits and vegetables, especially raw fruits and vegetables;
3. Serve only low-fat (1%) unflavored milk and fat-free flavored and unflavored milk, and nutritionally-equivalent non-dairy alternatives (to be defined by USDA);
4. Serving sizes shall comply with the meal pattern requirements as described by the United States Department of Agriculture (USDA) regulations. Foods served and/or sold through the cafeteria shall adhere to the guidelines established by the USDA and The Healthy, Hunger-Free Kids Act of 2010.
5. School meals must average, for a weekly period, meeting the standards of the "Healthy Hunger-Free Kids Act of 2010. School lunches shall meet the standard of providing 550 – 650 calories for grades K-5, 600-700 calories for grades 6-8, and 750-850 calories for grades 9-12.



6. Emphasis is to be placed on increasing the quantity of whole grains served with the ultimate goal of all the grains served to be whole grain. Products are considered Whole Grain if a *whole grain product* is listed as the primary grain ingredient in the ingredient statement. Examples include whole wheat flour, cracked wheat, brown rice, yellow corn meal and oatmeal;
7. Free water will be provided to students at breakfast and lunch.
8. Schools must review the items offered as ala carte sales and evaluate the nutritional contributions of each item. Foods not meeting the criteria listed below shall be eliminated or portion sizes reduced in order to be in compliance with the requirements;

**Breakfast:**

All children shall be encouraged to have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

1. All Winston County Schools shall operate a School Breakfast Program.
2. School administrators shall arrange bus schedules and utilize methods to serve school breakfasts that encourage participation.
3. Schools shall notify parents and students of the availability of the School Breakfast Program.
4. School Administrators shall encourage parents to provide a healthy breakfast for their children that do not eat breakfast at school. This can be accomplished through newsletter articles, take-home materials, or other means.

**Meal Times and Scheduling by School Administrators:**

1. Provide adequate time for students to eat and enjoy school meals (a minimum of 15-20 minutes to consume their meal), after being seated.
2. Ensure school staff is assigned to monitoring duties in the lunchroom to provide supervision in the serving and dining areas.
3. Schedule meal periods at appropriate times.
4. Shall not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
5. Provide students access to hand washing or sanitizing before they eat meals or snacks.

**Sharing of Foods and Beverages:**

Schools shall discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets. Students with food allergies needing a special diet must have a diet prescription on file completed by a physician.

**Qualifications for Child Nutrition Director:**

Any person employed as a CNP Director must meet the standards of the Code of Alabama (1975) 290-080-030-05 and 06 as amended June 6, 1994. A CNP Director who does not meet the educational requirements must complete those requirements

within a three-year period from the date of employment. If educational requirements are not met within the three-year period, the person cannot continue being employed as a CNP Director.

### **Qualifications of School Food Service Staff:**

Qualified nutrition professionals shall administer the school meal programs. As part of the school district's responsibility to operate a food service program, we shall provide continuing professional development for all nutrition professionals in schools. Staff development programs shall include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility. School nutrition staff development programs are available through the USDA, School Nutrition Association and the National Food Service Management Institute.

**No food of any type may be sold at any place on the school campus during meal service or one hour before or one hour after meal service, to include breakfast and lunch times.**

### **Competitive Foods and Beverages:**

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will strive to meet the USDA Smart Snacks in School nutrition standards and Alabama Implementation of Smart Snacks in Schools. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at:

<http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.foodplanner.healthiergeneration.org](http://www.foodplanner.healthiergeneration.org).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day should meet or exceed the USDA Smart Snacks nutrition standards and Alabama Implementation of Smart Snacks in Schools. 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.

### **Celebrations and Rewards:**

Foods offered on the school campus should meet or exceed the USDA Smart Snacks in School nutrition standards, including through:

1. Celebrations and parties.
2. Classroom snacks brought by parents.
3. Rewards and incentives. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

## **Fundraising:**

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. For foods and beverages that do not meet USDA Smart Snacks in School nutrition standards, an Exempt Fundraiser Form must be completed prior to the commencement of the fundraiser.

## **II. Nutrition Promotion and Food Marketing**

**Nutrition Education and Promotion:** The Winston County School District aims to teach, encourage, and support healthy eating by students. Schools shall provide nutrition education and engage in nutrition promotion that:

1. Is offered at each grade level as part of a sequential, comprehensive, standards-based program 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 classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
3. Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
4. Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
5. Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
6. Links with school meal programs, other school foods, and nutrition-related community services;
7. Teaches media literacy with an emphasis on food marketing; and
8. Includes training for teachers and other staff.
9. Donated food, school parties and food rewards will promote a healthy environment.

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

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.



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.

**Communications with Parents:**

The district shall support parents' efforts to provide a healthy diet and daily physical activity for their children. The district shall provide nutrition information and post nutrition tips on district website. Parents are encouraged to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. Winston County School District does not allow food items purchased from outside eating establishments in the cafeteria dining area in the original packaging during breakfast and lunch times. This is in an effort to encourage participation in the school breakfast and lunch programs and to promote the consumption of healthy meals as defined by USDA standards.

**Annual Notification of Policy:**

The District will provide the information contained in this policy to all stakeholders each year. The District will make this information available via the district website and/or district-wide communications. Annually, the District will also publicize the name and contact information of the District/school officials leading and coordinating the school wellness committee.

**III. Physical Activity**

All students in grades K-12 shall have opportunities, support, and encouragement to be physically active on a regular basis. Physical activity during the school day including, but not limited to recess, classroom physical activity breaks, or physical education) will not be withheld as a punishment.

**Integrating Physical Activity into the Classroom Setting:**

At a minimum, students will receive the Physical Education State Course of Study recommendation for per day activity and students will be encouraged to fully embrace regular physical activity as a personal behavior. All Physical Education waivers have been withdrawn as of June 30, 2005. Waivers for exemption to physical education requirements must be approved by the State Department of Education as specified in '2the "no exception/no substitution policy", which require full justification to the State Superintendent of Education in any year in which a waiver is requested. Waivers for H'8igh School students must follow the guidelines as outlined in Instructional Code Changes (290-3-1.02(8)(f).

**IV. Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical

education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

#### **Community Partnerships:**

The District will *develop* relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

#### **V. Monitoring and Policy Review**

**Monitoring:** The superintendent shall ensure compliance with established district-wide nutrition and physical activity wellness policies. A checklist will be used to evaluate each area of the wellness policy for compliance. In each school, the principal or designee shall ensure compliance with those policies in his/her school and shall report on the school's compliance to the school district superintendent.

**School Food Service Staff:** At the school or district level, shall ensure compliance with nutrition policies within school food service areas and shall report on this matter to the superintendent (or if done at the school level, to the school principal).

**Policy Review:** The district wellness committee shall review this policy each school year.

#### **Triennial Progress Assessments:**

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

Page updated: February 15, 2023

### Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form

School Food Authority (SFA) \_\_\_\_\_

School Name \_\_\_\_\_

Please check one: ☐ July 1 ☐ January 1

Form should be completed and signed by the principal before the fundraisers commence.

	Sponsoring Organization	Item Sold	Date of Sale
1			
2			
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26			

**Annual Attestation Statement**

DATE:

FROM: [School Food Authority Superintendent]

TO: [State Agency Official and Title]

SUBJECT: Attestation of Compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities

**Instruction: The following statement must be signed by the school food authority (SFA) superintendent operating exempt food fundraisers in schools with National School Lunch and/or School Breakfast Programs, and filed as outlined in the Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities.**

I \_\_\_\_\_, as the superintendent of \_\_\_\_\_ [SFA Name], do hereby attest that the aforementioned SFA and all schools under its jurisdiction operating the National School Lunch Program authorized under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq), and/or the School Breakfast Program authorized under the Child Nutrition Act of 1966 (42 U.S.C. 1773), are in compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities for School Year \_\_\_\_\_

I certify that this attestation is true and correct, and therefore, I believe

\_\_\_\_\_ [SFA Name] is in compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities.

In addition, I understand that Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities Form must be completed semi-annually and filed by the following dates: July 1 and January 1 of each School Year.

\_\_\_\_\_  
*Superintendent Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Original: CNP Director*

Developed: May 2015

## School Level Progress Report

Print or copy this section to be completed by each school.

Blue area includes specific guidance. Gray area includes examples.

Place an "X" in the appropriate column by each bullet and add additional goals in the space provided.

School: \_\_\_\_\_ Date: \_\_\_\_\_

School Wellness Leader: \_\_\_\_\_

Nutrition guidelines for all foods and beverages for sale on the school campus (i.e., school meals and Smart Snacks)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Notes:
<p><b><u>To be compliant with the USDA final rule and ALSDE:</u></b></p> <ul style="list-style-type: none"> <li>All foods and beverages available on the school campus during the school day as part of the school meal program meets or exceeds the <a href="#"><u>USDA regulations for the National School Lunch and School Breakfast programs</u></a></li> <li>All foods and beverages outside of the school meal program are not sold within the timeframe of 1 hour before or after school meals per Alabama Implementation of USDA Smart Snacks in School and Fundraising Activity <a href="#"><u>Smart Snack and Fundraiser Guidance and Implementation.pdf</u></a> (<a href="http://alsde.edu">alsde.edu</a>)</li> <li>Provides an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by USDA.</li> </ul>				
<p><b>If applicable, list additional school goals below:</b></p>				

Access to free potable water on campus	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Notes:
<p><b><u>To be compliant with the USDA final rule:</u></b></p> <ul style="list-style-type: none"> <li>Free, safe, unflavored drinking water is available to all students during mealtimes in the cafeteria.</li> </ul>				
<p><b>If applicable, list additional school goals below:</b></p>				



<b>Guidelines for other foods and beverages available on the school campus, but not sold (i.e., classroom parties and rewards)</b>	<b>Meeting Goal</b>	<b>Partially Meeting Goal</b>	<b>Not Meeting Goal</b>	<b>Notes:</b>
<u>To be compliant with ALSDE:</u> <ul style="list-style-type: none"> <li>All foods and beverages outside of the school meal program are not provided within the timeframe of 1 hour before or after school meals per Alabama Implementation of USDA Smart Snacks in School and Fundraising Activity <a href="#">Smart Snack and Fundraiser Guidance and Implementation.pdf (alsde.edu)</a></li> </ul>				
<b>If applicable, list additional school goals below:</b>				

<b>Marketing and advertising of only foods and beverages that meet Smart Snacks</b>	<b>Meeting Goal</b>	<b>Partially Meeting Goal</b>	<b>Not Meeting Goal</b>	<b>Notes:</b>
<u>To be compliant with the USDA final rule:</u> <ul style="list-style-type: none"> <li>Our school only markets or advertises foods and beverages that meet the <a href="#">USDA Smart Snacks in School</a> nutrition standards on the school campus, during the school day.</li> </ul>				
<b>If applicable, list additional school goals below:</b>				

Physical Activity Goal(s)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Notes:
<u>To be compliant with the USDA final rule:</u> The district requires that a combination of physical activity opportunities be offered daily to all students, including students with disabilities, before during and after school.				
Examples: <ul style="list-style-type: none"> <li>Physical education: (structured and unstructured play)</li> <li>Our school prohibits withholding activities/recess as a punishment.</li> </ul>				
<b>List school goals in this section:</b>				

Nutrition Promotion and Education Goal(s)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Notes:
<u>To be compliant with the USDA final rule:</u> The district will ensure that students and staff receive consistent nutrition messages throughout the school campus including in classrooms, gymnasiums, and cafeterias. The district and all schools will promote healthy food and beverage choices for all students across the school campus during the school day and will encourage participation in school meal programs.				
Examples: <ul style="list-style-type: none"> <li>Age-appropriate nutrition education lessons are provided to students in all grade levels throughout the school year</li> <li>National School Lunch/School Breakfast Week promotion</li> </ul>				
<b>List school goals in addition to the required outreach included in this section:</b> <ul style="list-style-type: none"> <li>School Breakfast Outreach</li> <li>Summer Food Service Outreach</li> </ul>				

Other school-based activities to promote student wellness goal(s)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Notes:
<u>To be compliant with the USDA final rule:</u> The district integrates wellness activities across the entire school setting, including the cafeteria, other food and beverage venues, classrooms, and physical activity facilities.				
Examples: <ul style="list-style-type: none"> <li>• <i>Social Emotional Development</i></li> <li>• <i>Counseling</i></li> <li>• <i>Health Services</i></li> <li>• <i>Physical Environment</i></li> <li>• <i>Caregiver (Family) Engagement</i></li> <li>• <i>Community Involvement</i></li> </ul>				
<b>List school wellness activity goals in this section:</b>				

### Request for Resources and Support

Check the resources and support below if you would like to request assistance for your school in meeting the wellness goals?

- ☐ content specific training (*i.e., Nutrition Education, Physical Education/Activity*)
- ☐ assistance with a school-based health assessment
- ☐ strategies for implementing the local Wellness Policy
- ☐ healthy and profitable non-food fundraisers
- ☐ healthy school non-food celebrations
- ☐ increasing engagement
- ☐ grant writing support
- ☐ local and state resources
- ☐ other (please specify):

### Local Wellness Policy Recommendations

*This space is for your school to make recommendations for suggested wellness policy revisions for the district wellness committee to consider.*

### Signatures:

District Wellness Assessment Leader: \_\_\_\_\_ DATE: \_\_\_\_\_

School Wellness Leader: \_\_\_\_\_ DATE: \_\_\_\_\_

Principal: \_\_\_\_\_ DATE: \_\_\_\_\_