
ADMINISTRATIVE POLICY

FOOD AND NUTRITION SERVICES

SUMMARY

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

The district superintendent or designee shall establish a Wellness Advisory Committee to advise the district in the development, review and update of the local wellness policy.

DEFINITIONS

Competitive Food

All food and beverages other than meals are reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act available for sale to students on the school campus during the school day.

Food and Beverage Marketing¹

Advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product

Oregon Smart Snack Standards²

The state of Oregon's minimum nutrition standards for competitive foods and beverages (ORS 336.423).

School Day

for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day (i.e., at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.)

School Campus

for the purpose of competitive food standards implementation, all areas of property under the jurisdiction of the school that are accessible to students during the school day.

¹ This term includes, but is not limited to, the following: brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container; displays, such as on vending machine exteriors; corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: Immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance.); corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, student assignment books or school supplies displayed, distributed, offered or sold by the district; advertisements in school publications or school mailings; free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

² Oregon Department of Education, [Oregon Smart Snacks Standards](#)

INSTRUCTION

1) Implementation

- a) The district shall manage and coordinate the implementation of the local wellness policy. Implementation will consist of, but not be limited to, the following:
 - i) Delineating roles, responsibilities, actions and timelines specific to each school;
 - ii) Generating and disseminating information about who will be responsible to make what change, by how much, where and when;
 - iii) Establishing standards for all foods and beverages provided (but not sold) to students during the school day on participating school campuses;
 - iv) Establishing standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating school campuses that meet state and federal nutrition standards for NSLP and SBP, competitive foods, permit marketing of same that meets the competitive food nutrition standards, and promotes student health and reduces child obesity; and
 - v) Establishing specific goals for nutrition promotion and education, physical activity[, physical education] and other school-based activities that promote student wellness.
- b) The superintendent designates principal(s) to be responsible for ensuring each school meets the goals outlined and complies with this policy,

2) Record Keeping

- a) The district will retain the following records to document compliance with the local wellness policy requirements at the district's administrative offices:
 - i) The written local wellness policy;
 - ii) Documentation to demonstrate the policy has been made available to the public;
 - iii) Documentation of efforts to review and update the local wellness policy, including an indication of who participates in the update and the methods the district uses to make stakeholders aware of their ability to participate;
 - iv) Documentation to demonstrate compliance with the annual public notification requirements;
 - v) Documentation of the district's most recent assessment on the implementation of the local wellness policy;
 - vi) Documentation to demonstrate the most recent assessment on the implementation of the local wellness policy has been made available to the public.

3) Notification of Policy

- a) The district will inform the public about the content and implementation of the local wellness policy and post the policy and any updates to the policy on the district website annually. Included will be, if available, the most recent assessment of the implementation, and a description of the progress being made in attaining the goals of the policy.
- b) The district will publicize the name and contact information of the district or school official(s) leading and coordinating the policy and information on how the public can get involved with the local wellness policy. This information will be published on the district's website and in district communications.

4) Triennial Progress Assessments

- a) At least once every three years, the district will evaluate the implementation of this policy and its progress with a triennial assessment and produce a progress report that will include:
 - i) The extent to which schools under the jurisdiction of the district are in compliance with the policy;

- ii) The extent to which the district's policy compares to model local school wellness policy; and
 - iii) A description of the progress made in attaining the goals of the district's policy
- b) The district will publish the triennial progress report on the district website when available. The district will update or modify the policy based on results of the triennial assessment.
- 5) Community Involvement, Outreach and Communications (Review of, and Updating Policy)³
- a) The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy. The district will communicate information about opportunities [in community news, on the district's website, on school websites, and/or in district or school communications]. The district will ensure that communications are culturally and linguistically appropriate to the community.
 - b) Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public will be solicited to participate in the periodic review and update of the local school wellness policy.
- 6) Nutrition Promotion and Nutrition Education
- a) Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based strategies and techniques and nutrition messages and by creating food environments that support healthy nutrition choices. Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students' eating behaviors, reflect evidence-based strategies and be consistent with state and local district health education standards.
 - b) To promote nutrition education in the schools, the principal is responsible for ensuring the following goals are implemented:
 - i) Students and staff will receive consistent nutrition messages throughout the school environment;
 - ii) Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program (which includes the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, and handling and storage related to food and eating), and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;
 - iii) Nutrition education will include culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;
 - iv) Teachers will receive curriculum-specific training;
 - v) Parents and families are encouraged through school communications to send healthy snacks/meals and reusable water bottles with their student to school;
 - vi) Families and community organizations are involved, to the extent practicable, in nutrition education;
 - vii) Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes);
 - viii) Materials on how to assess one's personal eating habits, set goals for improvement and achieve those goals.

³ {USDA Local school wellness policy [resource](#); CDC [resource](#); CDC Healthy Schools [resource](#); USDA Local school wellness policy [outreach toolkit](#) and communication resource from [Alliance for a Healthier Generation](#).}

- c) Nutrition promotion, including marketing and advertising nutritious foods and beverages to students, will be implemented consistently through a comprehensive and multi-channel approach, (e.g., in the classroom, cafeteria and at home) by staff, teachers, parents, students and the community.
- d) To ensure adequate nutrition promotion, the following goals will be implemented:
 - i) Information about available meal programs is distributed prior to or at the beginning of the school year and at other times throughout the school year;
 - ii) Information about availability and location of a Summer Food Service Program (SFSP) is distributed;
 - iii) Nutrition promotion materials are sent home with students, published on the district website, and distributed at parent-teacher conferences;
- e) Families are invited to attend exhibitions of student nutrition projects or health fairs;
- f) Physical activity is a planned part of all school-community events

7) School Meals

- a) Schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition program(s), administered through the Oregon Department of Education (ODE) which may include the NSLP, the SBP, Fresh Fruit & Vegetable Program (FFVP), After School Snack Program (ASSP), Summer Food Service Program (SFSP), or others. The district also operates additional nutrition-related programs and activities including Farm-to-School programs, school gardens, Breakfast After the Bell, Mobile Breakfast carts or Grab 'n' Go Breakfast.
- b) The district's available meal program(s) will operate to meet meal pattern requirements and dietary specifications in accordance with the Healthy, Hunger-Free Kids Act and applicable federal laws and regulations.
- c) The principal(s) will support nutrition and food services operation as addressed in FNS-P004-District Nutrition and Food Services.
- d) To ensure students have adequate time for eating, recess will be held before lunch service begins and students should have a minimum of 10 minutes after sitting down for breakfast and a minimum of 20 minutes after sitting down for lunch.
- e) Students who are part of the new-comers group or are part of special education will arrive at cafeterias 10-15 minutes prior to the lunch service start time so students have the opportunity to experience going through the lunch service line. Following receiving their meals, students and special education staff may return to their classroom and/or designated meeting space to enjoy their meals if they choose to do so.
- f) The district does not identify students based on income due to Community Eligibility Provision (CEP) status district wide. The privacy of all students remain safe from identification due to eligibility for free/reduced price meals. All families are notified of CEP status and free/reduced price meals via district website and electronic communication methods, including that free/reduced price meal applications are not required.
- g) Students are entitled to their first reimbursable meal regardless of meal account balance status. Students will not be permitted to charge a second meal or a la carte item if there is an unpaid balance on their account.
- h) The district will continue to provide menu items that are relevant to the current tastes of students and are culturally diverse. The district will continue to work with partners to remove barriers that address lack of student participation in meal services – including items students will enjoy, providing students more time to eat, assisting in managing meal balances, and continuing to run the Community Eligibility Provision Program.
- i) Locally sourced products will be purchased and will be used in meals served to students when appropriate and when made available in adequate quantities.

8) Meal Accommodation Requests

- a) Students who require an accommodation for their school meals must complete a substitution form and submit to the district Food and Nutrition Services team at food_service@salkeiz.k12.or.us. And dietician@salkeiz.k12.or.us. Once the form is submitted to the district team, the Food and Nutrition Services team will work with our partners at our Food Service Management Company to ensure the accommodation can be met and will then communicate with the respective school kitchen team.
 - b) All meal substitutions will require a Medical Meal Accommodation Request to be completed by a licensed health care professional prior to submission to the Food and Nutrition Services team.
 - c) Accommodations that have been previously approved will continue to be observed by the Food and Nutrition Services team and will not require a new form to be completed unless the students' needs have changed.
- 9) Catering and Non-Reimbursable Meal Services
- a) Meals or food items that will be served outside of the designated food service times, and/or are not reimbursable through the state, will require the use of a catering service. This includes team or family functions that will include adults, functions operating outside of school hours, field trips that require food but did not request meals in advance, treats/desserts for special occasions, class parties, etc.
 - b) Our partners in the Food Service Management Company offer a catering service where food and beverage items can be ordered for the above-mentioned events. The form to request a catering must be completed and submitted to: catering_dept@salkeiz.k12.or.us
- 10) Water
- a) Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.
 - b) Water must be readily available for students to access during meal times; this can be in the form of a water fountain within the cafeteria or a water station. If a water fountain is not directly available in the cafeteria space, a water station must be set up for students to access during mealtimes
- 11) Competitive Foods and Beverages
- a) The district controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed Smart Snacks Standards⁴. 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, snack or food carts and fund raising.
- 12) Selling Food and Drink to Students and Student Stores
- a) All food and drink items being sold to students must adhere to the Oregon Smart Snack Standards: this includes fundraisers, school stores, café's, vending machines, etc. This can be completed by purchasing pre-approved snack items from Sodexo or by utilizing the Smart Snack Calculator - any items that are sold must receive a 'YES' for your school level before being sold to students.
 - b) In Oregon, the regular or extended school day is defined as the period from midnight before the school day, through extended school hours for activities such as clubs, yearbook, athletic practices, band, and drama rehearsals. All groups intending to sell food and/or drink to students should inform the district food and nutrition team about their service plans 2 weeks prior to the beginning of their start date; informing the food and nutrition team allows the team to assist in ensuring that the program will follow federal and state regulations
 - c) All groups should be able to prove items being sold to students follow the Oregon Smart Snack Guidelines.

⁴ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

- d) A binder is required to be kept on site of the service area with the Smart Snack calculator information for every item being sold to students.
- e) All vending machines on school campuses must adhere to the Oregon Smart Snack standards. Any items that do not meet the Oregon Smart Snack standards may only be sold to adults or during afterschool hours; these items must be marked to clearly identify them, and all Smart Snack Calculator information should be kept in a folder or pouch attached to the side of the vending machine in question.

13) Cafeteria Space Usage

- a) Schools that have access to a cafeteria space on-site should strive to utilize the cafeteria as the designated meal space for student meal congregation. Cafeterias that contain a dish return window ought to use the window during meal services for proper sanitation.

14) Kitchen Space Usage

- a) Staff members who would like to utilize the kitchen area - for an event, program, or other – must be accompanied by a Food and Nutrition Services team member or a Food Service Management Company employee. A Food Service Management Company employee must be present to ensure that all equipment is being used appropriately and, in the manner, it was intended, to make sure any food being served is being handled and served safely, and to confirm that all safety protocols are being followed correctly. The school and/or school staff member would be responsible for paying the Food Service Management Company employee to be present.

15) Celebrations, Rewards, and Incentives

- a) All foods and beverages offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, and classroom snacks brought by parents. Food used as a reward or incentive is strongly discouraged.

16) Fund Raising

- a) Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day and will follow these standards to the best of their ability during after school opportunities.
- b) Fundraising including food that will be consumed during the school day should meet or exceed nutritional requirements standards set forth in the Oregon Smart Snack Guidelines. In special, infrequent, circumstances, items that do not meet Oregon Smart Snack Standards may be sold and consumed during the school day; these instances are monitored by the individual sites and are to remain infrequent.
- c) Such requests to conduct a fund raiser will be submitted to the principal for approval before starting

17) Food and Beverage Marketing

- a) Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards for competitive foods set by the USDA.
- b) The district (i.e., school nutrition services, athletics department, PTA, PTO) will review existing contracts, new contracts and equipment, and product purchase or replacement to reflect the applicable food and beverage marketing guidelines.

18) Physical Activity and Physical Education

- a) A quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards and program minute requirements to meet ODE's physical education content standards and state law.
- b) Physical activity should be included in the school's daily education program for grades pre-K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

- c) In order to ensure students are afforded the opportunity to engage in physical education and physical activity in the school setting, the following goals are established:
 - i) Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;
 - ii) Staff encourages and provides support for parental involvement in their children's physical education;
 - iii) Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
 - iv) Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually;
 - v) Every public school student in pre-kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade 5 shall participate for a least 150 minutes during each school week, and students in grades 6 through 8 for at least 225 minutes per school week;
 - vi) Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;
 - vii) Physical activity during the school day (including, but not limited to, recess, classroom physical activity breaks or physical education) will not be used as a punishment or a reward;
 - viii) At least 50 percent of the weekly physical education class time in grades K through 8 shall be devoted to actual physical activity;
 - ix) Physical activity is a planned part of all school-community events;
 - x) Materials promoting physical activity are sent home with students and published on the district website.
- d) A student with a disability shall have suitably adapted physical education incorporated as part of their individualized education program (IEP) developed under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them from participating in regular physical education instruction, shall have suitably adapted physical education incorporated as part of their individualized health plan, developed by the district.

19) Other Activities that Promote Student Wellness

- a) The district will integrate wellness activities throughout the entire school environment (districtwide). 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 duplicated and work toward the same set of goals promoting student well-being, optimal development and strong educational outcomes.
- b) The district will provide the following activities and encourage the following practices which promote local wellness:
 - i) Scoliosis screenings;
 - ii) Safe Routes to Schools Program;
 - iii) Physically active family and community engagement activities for families to learn about healthy eating or to practice being active together (e.g., skate night, fun run, dance night);
 - iv) Nonfood-related fund raisers;
 - v) Physical activity energizers during transitions from one subject to another;
 - vi) Intramural sports;

- vii) Monthly/Weekly school walks;
- viii) Assemblies which focus on wellness issues such as the importance of breakfast, healthy beverages, and how students and staff can incorporate 60 minutes of physical activity into their day;
- ix) Use of alternates to food as rewards in the classroom;
- x) Creation of connections between out-of-school time (OST) programs that involve staff members from OST programs, both school- and community-based, in school initiatives that address healthy eating, such as school wellness teams or wellness committees;
- xi) Integration of social, emotional and mental health supports into school programs (e.g., promote a positive school climate where respect is encouraged and students can seek help from trusted adults);
- xii) Communication between classroom teachers and nutrition staff, so that menus and nutrition promotion can be tied into classroom learning and coursework;
- xiii) Include wellness as a standing agenda item for school-based meetings (e.g., staff meetings, site council meetings, PTO).

20) Employee Wellness⁵

- a) The district encourages staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale and a greater personal commitment to the school's overall wellness program. Many actions and conditions that affect the health of staff may also influence the health and learning of students. The physical and mental health of staff is integral to promoting and protecting the health of students and helps foster their academic success. The district's Employee Wellness Program will promote health, reduce risky behaviors of employees and identify and correct conditions in the workplace that can compromise the health of staff, reduce their levels of productivity, impede student success and contribute to escalating health-related costs such as absenteeism.
- b) The district will collaborate with community partners to identify programs, services and/or resources to compliment and enrich employee wellness endeavors.
- c) The district's Employee Wellness Program may include the following:
 - i) Health education and health promoting activities that focus on skill development and lifestyle behavior that change along with awareness building, information dissemination, access to facilities, and are preferably tailored to employees' needs and interests;
 - ii) Safe, supportive social and physical environments including organizational expectations about healthy behavior, and implementation of policy that promotes health and safety and reduces the risk of disease;
 - iii) Linkage to related programs such as employee assistance programs, emergency care and programs that help employees balance work life and family life;
 - iv) Education and resources to help employees make decisions about health care; and
 - v) Nutrition and fitness educational opportunities that may include but are not limited to, the distribution of educational and informational materials, and the arrangement of presentations and workshops that focus on healthy lifestyles, health assessments, fitness activities and other appropriate nutrition and physical activity related topics.
- d) The district encourages participation from all employees. "Employees" are not limited to instructional staff (i.e., teachers and instructional assistants), but includes all administrators and support staff.
- e) The following groups are seen as essential for establishing, implementing and sustaining an effective employee wellness program:

⁵ {CDC resources for [school employee wellness](#) and [workplace health promotion](#)}

- i) School personnel who implement existing wellness programs in the district (i.e., employee wellness committee);
- ii) District personnel who implement health programs for students (e.g., school health coordinator, school nurses, psychologist, health and physical educators, nutrition professionals, counselors and other staff); and
- iii) Decision makers who have the authority to approve policy and provide administrative support essential for a school wellness program (e.g., Board members, superintendents, human resource administrators, fiscal services administrators and principals).

APPLICABILITY

- The local wellness policy applies to all district personnel and district buildings within Salem-Keizer Public Schools

ASSOCIATED DOCUMENTS

- Medical Meal Accommodation Form – FNS-F002
- Food Preparation & Supervision; use of Kitchen – FNS-P003
- District Nutrition and Food Services – FNS-P004

APPROVAL AUTHORITY

- Chief Operations Officer

REVISION HISTORY

- 06/25/2012 – Approved by Cabinet
- 03/22/2019 – Updated Section 6 to be as needed
- 12/13/2022 – Complete rewrite of the policy and integration of the procedure (FNS-P002) into the policy
- 10/08/2024 – Moved to new policy template and made accessible