

SAN JOSE CHARTER ACADEMY WELLNESS POLICY



BOARD OF EDUCATION

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This institution is an equal opportunity employer.



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SAN JOSE CHARTER ACADEMY WELLNESS POLICY



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INTRODUCTION TO THE WELLNES POLICY

The Child Nutrition and WIC Reauthorization Act of 2004 mandated that all local educational agencies participating in a federal meal reimbursement program establish a Local School Wellness Policy.

Under the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), the federal government reauthorized Child Nutrition Programs in school districts nationwide and included a section that specifically addresses local school wellness policies. The provisions enhanced the previous Local School Wellness Policy requirements, strengthening requirements for ongoing implementation, assessment, and public reporting of wellness policies and expanding the team of collaborators participating in the wellness policy development to include more members from the community. The HHFKA now requires that the local school wellness policy, at a minimum, include:

- Specific goals for nutrition promotion and education, physical activity, and other school based-activities that promote students wellness.
- Standards and nutrition guidelines for all foods and beverages available on school campus during the school day that are consistent with Federal Regulations for:
 - School meal nutrition standards, and the
 - Smart Snacks in School nutrition standards
- Standards for all foods and beverages provided, but not sold, to students during the school day
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Description of public involvement, public updates, policy leadership, and evaluation plan.

LOCAL SCHOOL WELLNESS POLICY IMPLEMENTATION UNDER THE HEALTHY, HUNGER-FREE KIDS ACT OF 2010:

Summary of Final Rule – United States Department of Agriculture

Adapted from: https://fns-prod.azureedge.net/sites/default/files/tn/LWPsummary_finalrule.pdf

What is a local school wellness policy?

A local school wellness policy (“wellness policy”) is a written document that guides a local educational agency’s (LEA) or school district’s efforts to establish a school environment that promotes students’ health, well-being, and ability to learn. The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). It requires each LEA participating in the National School Lunch Program and/or School Breakfast Program to develop a wellness policy. The final rule expands the requirements to strengthen policies and increase transparency. The responsibility for developing, implementing, and evaluating a wellness policy is placed at the local level, so the unique needs of each school under the LEA’s jurisdiction can be addressed.

Provision of the Final Rule

On July 29, 2016, the USDA Food and Nutrition Service (FNS) finalized regulations to create a framework and guidelines for written wellness policies established by LEAs. The final rule

requires LEAs to begin developing a revised local school wellness policy during School Year 2016-2017. LEAs must fully comply with the requirements of the final rule by June 30, 2017.

Content of the Wellness Policy *At a minimum, policies are required to include:*

- Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
- Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for:
 - School meal nutrition standards
 - Smart Snacks in School nutrition standards
- Standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Description of public involvement, public updates, policy leadership, and evaluation plan.

Wellness Leadership

LEAs must establish wellness leadership policy of one or more LEA and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy.

Public Involvement

At a minimum, LEAs must:

- Permit participation by the general public and the school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the wellness policy process.

Triennial Assessments

The final rule requires State agencies to assess compliance with the wellness policy requirements as a part of the general areas of the administrative review every 3 years.

LEAs must assess the wellness policy every 3 years, at a minimum. This assessment will determine:

- Compliance with the wellness policy,
- How the wellness policy compares to model wellness policies, and
- Progress made in attaining the goals of the wellness policy.

Documentation

The State agency will examine records during the Administrative Review, including:

- Copy of the current wellness policy,
- Documentation on how the policy and assessments are made available to the public,
- The most recent assessment of implementation of the policy, and
- Documentation of efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate.

Updates to the Wellness Policy

The final rule requires that LEAs update or modify the wellness policy as appropriate.

Public Updates

The rule requires that LEAs must make available to the public:

- The wellness policy, including any updates to and about the wellness policy, on an annual basis, at a minimum, and
- The Triennial Assessment, including progress toward meeting the goals of the policy.

PREAMBLE

San Jose Charter Academy is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity under a coordinated School Health Program. Research shows that two components, good nutrition and physical activity strongly correlate with positive student outcomes. The Wellness Policy outline's SJCA's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. It is the intent of SJCA that:

- SJCA will engage students, parents, teachers, food service professionals, health professional, and other interested community members in developing, implementing, monitoring, and reviewing nutrition, health, wellness and physical activity policies.
- All students in grades TK-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- SJCA will provide nutrition education and physical education to foster lifelong habits
- SJCA will provide a safe and healthy school environment that ensures that students and adults are physically and emotionally safe.
- The wellness policy will be evaluated on an ongoing basis to measure the implementation and effectiveness of the policy.

SAN JOSE CHARTER ACADEMY WELLNESS COMMITTEE

The SCJA Wellness committee will meet at least three times per year to establish goals for and oversee school health and safety policies and programs, including the development and implementation of the policy.

The SJCA Wellness Committee will represent all grade levels (Primary, Elementary, Junior Academy) and include (to the extent possible), but not limited to: parents, students, representatives of the school nutrition program, physical education teachers, school health services staff and mental health and social services staff, school administrators, school board members, and the general public.

The designated official for oversight is Superintendent, Dr. Denise Patton. SJCA will designate a school wellness policy coordinator, Arleen Lemus, who will ensure compliance with the policy.

2016-2017 School Year

As a result of new regulations, SJCA adjusted the nutritional offerings and reviewed its current state of wellness. SJCA formed an informal wellness committee to begin the process of evaluating its regulations. The committee invested many hours into research, analysis and revision.

2017-2018 School Year

The goals of the Wellness Committee are to continue to provide consistent messaging throughout SJCA through training and resources, promote healthy fundraising option and to establish committee leadership roles.

2018-2019 School Year

The Wellness Committee will be engaging new stakeholders to assist in providing consistent messaging and implementation of the wellness policy at SJCA. The wellness committee will be

provided training and resources, promote healthy fundraising options, establish committee leadership roles, and expand membership to new members throughout the district. The committee will meet 3 times with its main focus on developing an action plan to implement health and wellness initiatives on school campus.

2019-2020 School Year

This year's goal was to ensure the Smart Snack regulations were being followed and implemented at SJCA. Meetings were held with the leadership team to discuss the guidelines and the appropriate documentation for classroom celebrations, fundraising events, etc. The Wellness Committee wants to convey positive, consistent messages to all SJCA students, which is why the Classroom Celebration's sheet (Appendix F & G) were created.

2020-2021 School Year

During this year, the committee focused on researching and finding resources throughout West Covina that would assist our families through the pandemic. The committee also planned on how to keep our community safe - for an in-person/independent study returns to school. The committee researched and provided the following:

- Increased water stations on campus
- Provided sanitization stations
- PPE provided to all staff and students
- Weekly testing for teachers
- Free Meals for all student through 2022

The committee also expanded the search for mental health support. The following was added to the school year:

- Mental Health Support for our students and staff
- Mental Health workshops for our families
- Addition of a school counselor

2021-2022 School Year

This year's goal was to bring in more mental health services for our families. There has been an increase in referrals to our school counselors and many more families in crisis. The addition of our counselor has proven to be successful for our community.

We continued to offer independent study for students who were affected by COVID along with COVID tests. PPE was continuously provided throughout the year as well. The Free Meals for all student also continued.

We have included a Health & Wellness newsletter that goes out monthly to our families along with the school menu. This is sent through our community communication tool *Parent Square*.

IMPLEMENTATION, EVALUATION & MONITORING OF WELLNESS POLICY

SJCA shall implement this policy and measure how well it is being managed and enforced. The policy delineates roles, responsibilities, actions and timelines. It will also include goals and objectives for nutrition standards for all foods and beverages available on campus, food and beverage marketing, nutrition program and education, physical activity, physical education and other school-based activities that promote student's wellness. A sustained effort is necessary to implement and enforce this policy.

Annual Notification of Policy

SJCA will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. SJCA will make this information available via the school website. SJCA will provide as much information as possible about the school nutrition environment. This will include a summary of SJCA's events or activities related to wellness policy implementation. Annually, SJCA will also publicize the name and contact information of the officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness policy.

The Wellness Committee will reconvene each year, and as requested by the Board to review and update the SJCA Wellness Policy. Meetings will be held as needed to ensure compliance with the current laws and needs of the district.

SAN JOSE CHARTER ACADEMY WELLNESS POLICY

SJCA believes that all students should be educated in learning environments that are safe, drug-free, and conducive to learning. According to the Centers for Disease Control and Prevention, establishing healthy behaviors during childhood is easier than changing unhealthy behaviors during adulthood. SJCA believes schools play a critical role in promoting healthy and safe behaviors to help students establish lifelong, healthy behaviors. Improving student health and safety increases students' capacity to learn and improves physical fitness and mental alertness.

SCHOOL HEALTH, SAFETY AND ENVIRONMENT

SJCA will continue to provide and promote a safe environment during the school day and during all school related functions.

I. Physical Environment, Health & Safety

- Students will be taught campus safety rules. Infractions will be referred to the appropriate school employee promptly.
- SJCA will monitor equipment/grounds and refer potential hazards for repair promptly.
- Staff will be informed of and follow safety regulations.
- SJCA supports activities and programs that encourage waste reduction, reuse, recycling, litter reduction, and use of non-toxic cleaning products .
- SJCA will promote a drug- and substance-free environment and will encourage making healthy choices at home and at school.
SJCA prohibits the possession, use or sale of any tobacco/nicotine delivery devices and products.
- SJCA will enforce an "anti-bullying" policy and encourage social tolerance and respect for others.

2. Social Emotional Wellness & Psychological Health

- SJCA will enhance the knowledge of social and emotional learning competencies as defined by the Collaborative for Academic, Social and Emotional Learning (CASEL).
- SJCA will promote school policies that emphasize the importance of socio-emotional learning as the process to acquire necessary skills for school success.
- SJCA will promote the use of Positive Behavior Intervention Supports (PBIS) for all students.
- SJCA will utilize the Multi-tiered Systems of Supports (MTSS) framework to assist all students through their academics and social emotional learning.

- SJCA will have a protocol in place for detection and referral of students who have potential for harm to self or others.
 - Each year, staff shall be trained to be aware of and prevent suicidal behavior and a plan will be in place so that any students at high risk for suicide will be linked to therapeutic and preventive community services.
 - In the event of a critical incident, The Crisis Response Team (CRT) will support in the recovery efforts to provide interventions and assist with the return to emotional stability for those impacted by the trauma or loss.
- In order to ensure that students have access to comprehensive health services and mental health services, SJCA will provide referrals to health services and mental health services in the community.
 - SJCA will partner with mental health services to provide workshops for our families.
- SJCA will provide programs that emphasize the importance of social acceptance and respect for others:
 - 7 Habits of Highly Effective Teens
 - The Leader in Me
 - Character Education Program
 - Conflict Resolution/Peace Path
 - Smart Social

3. Health Services

The Health Services program is a critical means to improving both educational performance and the well-being of the students. To encourage consistent health messages between the home and school environment, the principal or designee shall disseminate health information to parents/guardians through school emails (Sharky Briefs) and the website.

- Health Services staff shall be fully supportive of Wellness Policy regulations and promotion of health and wellness activities.
- Health Services will provide local community resources for health care, health insurance, and health education, including low- and no-cost resources to students and their families, and staff.
- Health Services will provide information on nutrition, respiratory management, disease prevention and detection, tobacco cessation, emotional wellness, and other health and wellness opportunities to students and staff.
- Health Services support students with health issues/needs.
- Health Services will coordinate grade level mandated screening (vision, hearing, scoliosis, and dental).

4. Health Education

SJCA will continue to encourage health education to TK-8 students designed to motivate and help students maintain and improve their health, prevent disease and avoid health-related risk behaviors.

- SJCA will explore resources and grants for training and materials for health instruction, TK-8.
- SJCA will be encouraged to provide educational events to support and teach healthy choices.
- SJCA will comply with the California Healthy Youth Act, which took effect in January of 2016. CHYA is a law that requires districts to provide students with

comprehensive sexual health education, along with information about HIV prevention, at least once in high school and once in middle school.

NUTRITION

I. Nutrition Services Department

Nutrition Services employs well-prepared staff that efficiently serves choices of compliant, nutritious foods at breakfast and lunchtime. All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.

- SJCA will participate in available federal school meal programs.
- Information for nutrition promotion will be provided to parents and students via the website, in the cafeteria and on the menus.
- Nutrition Services staff will be regularly trained in food safety.
- Applications for free and reduced lunch are available to all families throughout the school year in our front office and school website.
- A meal charge policy will be added to our student/parent handbook and a notification system will be in place for when students meal payment account is low.
- Food safety and sanitation standards must be followed at all school-related events. Any persons handling food or utensils will: (Refer to www.foodsafety.gov for more details.)
 - Wash their hands properly
 - Properly hold foods at correct temperatures: cold foods at or below 40 degrees Fahrenheit and hot foods at or above 140 degrees Fahrenheit
 - Clean and sanitize utensils and work surfaces
 - Not handle food or utensils when sick
 - Not handle foods with bare hands
- In order to provide a more pleasant and relaxed eating experience for students SJCA will:
 - Provide enough serving areas so that students wait in line for a reasonably short time.
 - Strive to provide students with no less than 10 minutes to eat after sitting down for breakfast and no less than 20 minutes after sitting down for lunch.
 - Provide students access to and encourage hand washing or hand sanitizing before they eat meals or snacks.

2. School Meals

SJCA is committed to serving healthy meals to children and to meeting the nutrition needs of school children within their calorie requirements. The school meal program aims to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong eating patterns.

- SJCA offers fresh fruits, vegetable, whole grains and low-fat dairy products in portion sizes that will meet the caloric needs of the child.
- All foods and beverages available on school campus will promote optimal health and will meet or exceed state and federal guidelines.
- Student surveys and taste testing opportunities are used to inform menu development.
- The SJCA program will accommodate students with special dietary needs.

- All students shall have access to free, safe, fresh drinking water during meal times.
- Students will be allowed to bring and carry water bottles filled with only water throughout the day. SJCA will increase water access throughout campus (water-filling stations).

3. Food and Nutrition Standards

- SJCA ensures foods and beverages sold and served on school campus starting at midnight and up to one half hour after the school day, including fundraisers, will comply with California Education Code and California Code of Regulations.
- Homemade foods will not be allowed for students during the school day. This does not apply to students lunches and snacks brought from home for **individual consumption**.
- To ensure that all children have a healthy breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, SJCA will:
 - Operate the School Breakfast Program
 - Notify parents and students of the availability of the School Breakfast Program
 - Encourage parents to provide a healthy breakfast for their children through flyers, take home materials, school website, and other means.
 - Encourage parents to send their children to school with healthy snacks.
- SJCA will not allow students from sharing their goods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Celebrations

- All foods **offered** on the school campus are encouraged to meet or exceed the USDA Smart Snacks in School nutrition standards, including through:
 - *Celebrations and parties*
School sites will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
Examples: Healthy party ideas from the Alliance for a Healthier Generation and from the USDA
 - *Classroom snacks brought by parents*
SJCA will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards (https://fns-prod.azureedge.net/sites/default/files/tn/USDA_SmartSnacks.pdf)
 - *Rewards and incentives*
SJCA will encourage non-food rewards for recognition of classroom success and achievement (Appendix I: Healthy Fundraisers & Celebrations Tip Sheets and Examples).

Fundraising & Marketing

- The foods and beverages sold and served outside of the school meal programs will meet the USDA Smart Snacks In School nutrition standards, at minimum. A summary of standards and information, as well as a Guide to Smart School are available at <https://www.fns.usda.gov/school-meals/healthierschoolday>. The Alliance for Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at <https://foodplanner.healthiergeneration.org/>.

- To reinforce the school's nutrition standards, SJCA prohibits the marketing and advertising of noncompliant foods and beverages through signage, vending machine fronts, logos, school supplies, advertisements in school publications, coupon or incentive programs, free giveaways, or other means. (Appendix G: Competitive Food Regulations Summary).

4. Nutrition Education

- SJCA's nutrition education program shall be evidence-based and be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.
- Nutrition education shall be provided as part of a health education program in grades TK-8 and, as appropriate, shall be integrated into other academic subjects in the regular education program. Nutrition education may be offered through before and after-school programs.

PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

The primary goals for SJCA's physical activity and physical education components are to provide opportunities for every student to develop the concepts, knowledge and skills for age-appropriate physical activity; maintain physical fitness; regularly participate in physical activity, and understand the short- and long-term benefits of a physically active and healthy lifestyle.

I. Physical Education (PE) Standards

SJCA PE curriculum will follow the California State Physical Education K-12 Standards

All students will receive physical education instruction as required by applicable federal and state law with a minimum of:

- 200 minutes for every 10 school days
- Students in grades K-8 will participate in moderate to vigorous physical activity through PE or interscholastic activities per Education Code.
- Physical Fitness Tests will be administered in fifth and seventh grade. Students will be encouraged to maintain age and grade level physical fitness levels. Parents are notified of student results.
- All students in 4th-8th grade will participate in the Presidential Physical Fitness program. (<https://pyfp.org/>)

2. PE and Physical Activity Goals

SJCA will provide all students, TK-8, with the opportunity, support, and encouragement to be physically active on a regular basis through PE instruction and physical activity programs.

- A comprehensive physical activity program encompasses a variety of opportunities for students to maximize physical activity, including but not limited to: PE, recess, health education that includes physical activity as a main component, and special programs (Relay for Life, Mighty Milers, Running Club, Walk and Jog-a-thons).
- Well-prepared and well-supported staff delivers PE. Credentialed teachers who are certified or endorsed to teach physical education teach all physical education classes at SJCA.
- Professional preparation and/or ongoing professional development are provided for teachers related to physical education and physical activity.
- Physical activities will be carried out in safe environments that reflect respect for body-size difference and varying skill level. SJCA will make appropriate

accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

- PE/physical activity during the school day **will not** be withheld as punishment (This does not include participation on sports teams that have specific academic requirements).

3. Recess

- SJCA will offer at least 20 nonconsecutive minutes of recess on all days to KL-2nd grade students during the school year (This policy may be waived on early dismissal or late arrival days).
- Students will be allowed outside for recess except when outdoor temperature is above/below acceptable temperature. This is at the discretion of the building administrator based on his/her judgment of safety conditions.
- SJCA will offer at least 10 minutes of Nutrition break for students in 6-8th grade.

FAMILY, STAFF AND COMMUNITY INVOLVEMENT

SJCA shall implement strategies for promoting staff wellness and for involving parents/guardian and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

- Staff shall model healthy behaviors.
- The community and students' families are encouraged to promote a healthy lifestyle for students. Community-based partnerships can help promote these behaviors through health promotion materials, lessons and community activities.

Appendix A.

SCHOOL SITE ANNUAL EVALUATION FORM

The purpose of this evaluation is to determine if the District is meeting the wellness goals set forth in the SJCA Wellness Policy and to determine particular areas of strength or weakness. Each year a report of the results will be compiled and submitted for the Board of Directors to review. This evaluation must be completed annually by an Administrator and a teacher (or designee) and returned to the Superintendent or designee by May 1st of each year.

Please include as many additional comments as possible, as the Wellness Policy Committee and the Board would like to take note of best practices.

For items marked "Needs Improvement", you must include a comment next to each question as to why you did not meet this goal and/or what you plan to do next year to accomplish this goal.

School Site: San Jose Charter Academy

Date: _____

Person completing evaluation (Print Name): _____

Contact phone number/email: _____

Overview	Needs Improvement	Meets	Exceeds
1. Your school promotes a healthy lifestyle to your staff, students and parents.			
2. The programs and/or activities provided by your school set your school at or above standards of the SJCA Wellness Policy.			

Additional comments on how your school site promotes health and wellness:

School Health, Safety Environment	Needs Improvement	Meets	Exceeds
1. School site is monitored for potential hazards.			
2. Students are taught campus safety rules.			
3. An "anti-bullying" policy is enforced.			

4. Health Services staff at your schools site promote healthy habits and injury prevention for staff and students.			
5. A drug- and substance-free environment is promoted.			
6. Your school encourages events that promote and support a healthy lifestyle.			

Additional comments on how your school site's school health, safety and environment.

NUTRITION	Needs Improvement	Meets	Exceeds
<i>Nutrition Services</i>			
1. Cafeteria staff are well-prepared and efficiently serve meals to your students.			
2. Fresh, safe, free drinking water is available to students on campus.			
<i>Food and Nutrition Standards</i>			
3. All foods and beverages sold and served on school campus comply with the California Education Code and California Code of regulations.			
4. Food safety and sanitation standards are followed at all school-related events (ie cafeteria, class celebrations, fundraisers, athletic events, etc).			
5. Marketing and advertising of noncompliant foods and beverages is not permitted on school campus.			
6. Healthy food rewards are encouraged for student achievement.			

Additional comments on food and beverages available on campus and nutrition education:

PHYSICAL ACTIVITY AND PHYSICAL EDUCATION	Needs Improvement	Meets	Exceeds
1. Your school provides all students with the opportunity to be physically active on a regular basis through physical education instruction and physical activity programs.			
2. The physical education curriculum at your school follows the California Education Code requirements.			
3. Physical education/activity is not used for disciplinary purposes.			
4. Well-prepared and well-supported staff delivers physical education.			

Additional comments on your school site's physical activity and physical education:

FAMILY, STAFF AND COMMUNITY INVOLVEMENT	Needs Improvement	Meets	Exceeds
1. The school community, parents, teachers and staff encourage a healthy lifestyle for students.			
2. Teachers and staff model healthy behaviors.			

Additional comments on how your school site involves community, staff and teacher in student wellness:

☐ Please check the box if you are interested in joining the SJCA Wellness Committee.

Appendix B.

HEALTH SERVICES ANNUAL EVALUATION FORM

The purpose of this evaluation is to determine if Health Services is meeting the wellness goals set forth in the SJCA Wellness Policy and determines particular areas of strength or weakness. Each year a report of the results will be compiled and submitted for the Board to review. This evaluation must be completed annually by **Health Services** and returned to the Superintendent each year by May 1.

Please include as many additional comments as possible, as the Wellness Policy Committee and the Board would like to take note of best practices.

For items marked "Needs Improvement", you must include a comment next to each question as to why you did not meet this goal and/or what you plan to do next year to accomplish this goal.

School Site: San Jose Charter Academy

Date: _____

Person completing evaluation (Print Name): _____

Contact phone number/email: _____

HEALTH SERVICES	Needs Improvement	Meets	Exceeds
1. Health Services review and support the SJCA Wellness Policy.			
2. Health Services educate staff regarding SJCA protocol and local public health communicable disease control policies.			
3. Health Services refer students and staff to School Nurse who require information or assistance with nutrition, respiratory management, and emotional wellness.			
4. Health Services act on referrals and opportunities to provide health information to staff and students regarding nutrition, respiratory management, tobacco cessation, disease prevention and detection, and emotional wellness.			
5. Health Services provide non-mandated screenings for students as indicated, notifying parents/guardians of failed screenings and follow up on referrals.			

Additional comments on how Health Services promotes health and wellness:

☐ Please check the box if you are interested in joining the SJCA Wellness Committee.

Appendix C.

PARENT AND VOLUNTEER GROUP ANNUAL EVALUATION FORM

The purpose of this evaluation is to determine if Parent and Volunteer groups on school campus are meeting the wellness goals set forth in the SJCA Wellness Policy and determine particular areas of strength or weakness. Each year a report of the results will be compiled and submitted for the Board to review. This evaluation may be **completed annually by the PTO, English Language Advisory Committee, and the School Site Council** and returned to the Superintendent or designee by May 1.

Please include as many additional comments as possible, as the Wellness Policy Committee and the Board would like to take note of best practices.

For items marked "Needs Improvement", you are encouraged to include a comment next to each question as to why you did not meet this goal and/or what you plan to do next year to accomplish this goal. (Examples: funding, man power, support/resources needed, etc).

School Site: San Jose Charter Academy

Date: _____

Person completing evaluation (Print Name): _____

Contact phone number/email: _____

PARENT AND VOLUNTEER GROUPS	Needs Improvement	Meets	Exceeds
1. The Parent/Volunteer group at your school promotes health and wellness to students by incorporating physical activity into programs, fundraisers, events or other school-related functions.			
2. Food safety and sanitation standards are followed when foods are served at all school-related events (ie. class celebrations, fundraisers, athletic events, etc).			
3. Efforts are made to coordinate with Nutrition Services whenever serving/selling food on campus during the school day and up to 30 minutes after school ends.			

Please list any fundraisers or other events that the Parent/Volunteer group hosts that promote healthy behaviors (related to nutrition, physical activity, etc.) to our students. Please share any best practices.

☐ Please check the box if you are interested in joining the SJCA Wellness Committee.

Appendix D.

STUDENT GROUP ANNUAL EVALUATION FORM

The purpose of this evaluation is to determine if SJCA is meeting the wellness goals set forth in the Wellness Policy and determine particular areas of strength or weakness. Each year a report of the results will be compiled and submitted for the Board to review. For the questions below, please mark the answer that applies to your school as a whole.

Please include as many additional comments as possible, as the Wellness Policy Committee and the Board would like to take note of best practices.

For items marked "Needs Improvement", you are encouraged to include a comment next to each question as to why you did not meet this goal and/or what you plan to do next year to accomplish this goal. (Examples: funding, man power, support/resources needed, etc).

School Site: San Jose Charter Academy

Date: _____

Person completing evaluation (Print Name): _____

Contact phone number/email: _____

ASB OFFICERS	Needs Improvement	Meets	Exceeds
1. Your school promotes safety on campus.			
2. Your school promotes a drug- and substance-free environment.			
3. Your school enforces an "anti-bullying" policy on campus.			
4. Your school promotes a healthy lifestyle (healthy eating, physical activity, etc.).			
5. . Food safety and sanitation standards are followed at all school- related events (ie. cafeteria, class celebrations, fundraisers, athletic events, etc).			
6. Classroom celebrations involving food are healthy.			
7. Your school provides all students with the opportunity to be physically active on a regular basis through physical education instruction and physical activity programs.			
8. Well-prepared staff teaches physical education.			
9. Teachers and staff model healthy behaviors while at school.			

Please list any fundraisers or other events that the Student Council/ASB at your school hosted that promote healthy behaviors (related to nutrition, physical activity, etc.).

☐ Please check the box if you are interested in joining the SJCA Wellness Committee.

Appendix E.

QUICK REFERENCE CARDS

ELEMENTARY SCHOOL – FOOD RESTRICTIONS

References: *Code of Federal Regulations* sections 210.11, 220.12

Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL foods sold to students by any entity.

Compliant foods:

MUST meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item* (or have one of these as the first ingredient), or
- Be a combination food containing at least ¼ cup fruit or vegetable.

AND must meet the following nutrition standards:

- ≤ 35% calories from fat (except nuts, seeds, reduced-fat cheese/part skim mozzarella, eggs, dried fruit and nut/seed combo, seafood), **and**
- < 10% calories from saturated fat (except nuts, seeds, reduced-fat cheese/part skim mozzarella, eggs, dried fruit and nut/seed combo), **and**
- ≤ 35% sugar by weight (except dried fruit**/vegetables, dried fruit and nut/seed combo), **and**
- < 0.5 grams trans fat per serving (no exceptions), **and**
- ≤ 200 milligrams sodium per SNACK/ ≤ 480 milligrams per ENTRÉE (no exceptions), **and**
- ≤ 200 calories per SNACK/ ≤ 350 calories per ENTRÉE item (no exceptions)

All fresh, canned, frozen fruits in 100% juice, extra light, or light syrup; fresh, canned vegetables (low sodium, no salt added, or containing a small amount of sugar) are exempt from ALL nutrition standards.

Paired foods:

- If exempt food(s) are combined with nonexempt food(s) or added fat/sugar they must meet ALL nutrition standards above.
- If two foods exempt from one or more of the nutrition standards are paired together and sold as a single item, the item must meet for trans fat, sodium, and calories.

National School Lunch Program (NSLP)/School Breakfast Program (SBP)

Entrees:

- All entrees served as part of the NSLP/SBP, and grain-only entrees served as part of the SBP, are exempt from all competitive food requirements the day of or day after they appear on the NSLP/SBP menu

CHARTER/PRIVATE SCHOOLS

ELEMENTARY SCHOOL – BEVERAGE RESTRICTIONS

References: *Code of Federal Regulations* sections 210.11, 220.12

Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL beverages sold to students by any entity.

Compliant beverages:

1. Fruit or Vegetable juice:
 - a. 100% juice (can be diluted with water, no dilution limit) **and**
 - b. No added sweeteners
 - c. ≤ 8 fl. oz. serving size
2. Milk:
 - a. 1% (unflavored), nonfat (flavored, unflavored), **and**
 - b. ≤ 8 fl. oz. serving size
3. Non-dairy milk:
 - a. Nutritionally equivalent to milk, must contain per 8 fl. oz.:
 - ≥ 276 mg calcium
 - ≥ 8 g protein
 - ≥ 500 IU Vit A
 - ≥ 100 IU Vit D
 - ≥ 24 mg magnesium
 - ≥ 222 mg phosphorus
 - ≥ 349 mg potassium
 - ≥ 0.44 mg riboflavin
 - ≥ 1.1 mcg Vit B12, **and**
 - b. ≤ 8 fl. oz. serving size
4. Water:
 - a. No added sweeteners, flavors, etc.
 - b. No serving size

All beverages must be caffeine-free (trace amounts allowable).

A competitive entrée (non NSLP/SBP) is intended as the main dish and contains a:

- Meat/meat alternate and whole grain rich food, **or**
- Meat/meat alternate and fruit/vegetable, **or**
- Meat/meat alternate alone (not yogurt, cheese, nuts, seeds, or meat snacks = these are considered a “snack” food).
- AND must meet nutrition standards (see above).

* A whole grain item contains:

- A whole grain as the first ingredient, **or**
- A combination of whole grain ingredients comprising at least 50% of the total grain weight.

** Dried blueberries cranberries, cherries, tropical fruit, chopped dates, or chopped figs containing added sugar are exempt from the sugar standards.

All foods must be caffeine-free (trace amounts are allowable).

CHECK YOUR DISTRICT’S WELLNESS POLICY FOR STRICTER RULES.

Groups or individuals selling foods/beverages to students must keep their own records as proof of compliance.

California Department of Education, Nutrition Services Division

EFFECTIVE 1/1/2017

MIDDLE/HIGH SCHOOL – FOOD RESTRICTIONS

References: *Code of Federal Regulations* sections 210.11, 220.12

Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL foods sold to students by any entity.

Compliant foods:

MUST meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item* (or have one of these as the first ingredient), or
- Be a combination food containing at least ¼ cup fruit or vegetable.

AND must meet the following nutrition standards:

- ≤ 35% calories from fat (except nuts, seeds, reduced-fat cheese/part skim mozzarella, eggs, dried fruit and nut/seed combo, seafood), **and**
- < 10% calories from saturated fat (except nuts, seeds, reduced-fat cheese/part skim mozzarella, eggs, dried fruit and nut/seed combo), **and**
- ≤ 35% sugar by weight (except dried fruit**/vegetables, dried fruit and nut/seed combo), **and**
- < 0.5 grams trans fat per serving (no exceptions), **and**
- ≤ 200 milligrams sodium per SNACK/ ≤ 480 milligrams per ENTRÉE (no exceptions), **and**
- ≤ 200 calories per SNACK/ ≤ 350 calories per ENTRÉE item (no exceptions)

All fresh, canned, frozen fruits in 100% juice, extra light, or light syrup; fresh, canned vegetables (low sodium, no salt added, or containing a small amount of sugar) are exempt from ALL nutrition standards.

Paired foods:

- If exempt food(s) are combined with nonexempt food(s) or added fat/sugar they must meet ALL nutrition standards above.
- If two foods exempt from one or more of the nutrition standards are paired together and sold as a single item, the item must meet for trans fat, sodium, and calories.

National School Lunch Program (NSLP)/School Breakfast Program (SBP) Entrees:

- All entrees served as part of the NSLP/SBP, and grain-only entrees served as part of the SBP, are exempt from all competitive food requirements the day of or day after they appear on the NSLP/SBP menu.

A competitive entrée (non NSLP/SBP) is intended as the main dish and contains a:

- Meat/meat alternate and whole grain rich food, **or**
- Meat/meat alternate and fruit/vegetable, **or**
- Meat/meat alternate alone (not yogurt, cheese, nuts, seeds, or meat snacks = these are considered a “snack” food).
- AND must meet nutrition standards (see above).

* A whole grain item contains:

- A whole grain as the first ingredient, **or**
- A combination of whole grain ingredients comprising at least 50% of the total grain weight.

** Dried blueberries cranberries, cherries, tropical fruit, chopped dates, or chopped figs containing added sugar are exempt from the sugar standards.

Foods containing caffeine are NOT allowed in middle school.

Caffeinated beverages are NOT allowed in middle school.

Foods containing caffeine ARE allowed in high school.

MIDDLE/HIGH SCHOOL – BEVERAGE RESTRICTIONS

References: *Code of Federal Regulations* sections 210.11, 220.12

Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL beverages sold to students by any entity.

Compliant beverages:

1. Fruit or Vegetable juice:
 - a. 100% juice (can be diluted with water, no dilution limit) **and**
 - b. No added sweeteners
 - c. ≤ 12 fl. oz. serving size
2. Milk:
 - a. 1% (unflavored), nonfat (flavored, unflavored), **and**
 - b. ≤ 12 fl. oz. serving size
3. Non-dairy milk:
 - a. Nutritionally equivalent to milk, must contain per 8 fl. oz.:
 - ≥ 276 mg calcium
 - ≥ 8 g protein
 - ≥ 500 IU Vit A
 - ≥ 100 IU Vit D
 - ≥ 24 mg magnesium
 - ≥ 222 mg phosphorus
 - ≥ 349 mg potassium
 - ≥ 0.44 mg riboflavin
 - ≥ 1.1 mcg Vit B12, **and**
 - b. ≤ 12 fl. oz. serving size
4. Water:
 - a. No added sweeteners, flavors, etc.
 - b. No serving size
5. Other flavored beverages (“no calorie”):
(HIGH SCHOOLS ONLY)
 - a. ≤ 5 calories/8 fl. oz. (or ≤ 10 cal/20 fl. oz.)
 - b. ≤ 20 fl. oz. serving size
6. Other flavored beverages (“low calorie”):
(HIGH SCHOOLS ONLY)
 - a. ≤ 40 calories/8 fl. oz.
 - b. ≤ 12 fl. oz. serving size

Caffeinated beverages ARE allowed in high school.

CHECK YOUR DISTRICT’S WELLNESS POLICY FOR STRICTER RULES.

Groups or individuals selling foods/beverages to students must keep their own records as proof of compliance.

HEALTHY FUNDRAISING TIP SHEET

San Jose Charter Academy Wellness Policy



Schools have many options to successfully raise money and keep school wellness a priority – without relying on sales of unhealthy foods such as candy and cookies. When schools hold healthy fundraisers, they send positive and consistent messages about the importance of good nutrition and physical activity.

Benefits of Healthy Fundraising

Healthy Kids Learn Better: Research shows that good nutrition is linked to better behavior and academic performance. To provide the best possible learning environment for children, schools must also provide an environment that supports healthy behaviors.

Promotes a Healthy School Environment: To improve eating behaviors, students need to receive consistent, reliable health information and ample opportunity to use it. Finding healthy fundraising alternatives is an important part of providing a healthy school environment.

Promotes Consistent Messages: Fundraising with healthy foods and non-food items demonstrated a school commitment to promotion healthy behaviors. It supports the classroom lessons students are learning about health, instead of contradicting them.

Positive Fundraising Options:

The following examples are fundraiser options that have a positive impact on children, families, and the community:

- **As-THON-ishing results!** Raise money and get power play with active fundraisers. Bike-a-thons, walk-a-thons, and dance-a-thons are a few examples.
- **Hidden Talents = fundraising treasures.** Can your child sing, dance, juggle, perform tricks, etc? Talent shows are a fun way to fundraiser!
- Family obstacle course, golf tournaments, teacher-student competitions are just a few more examples.

Healthy Treats Sell!

Are food sales a big part of your fundraising efforts? If so, sell healthier foods like:



- 100% fruit juice
- Fruit baskets
- Fruit smoothies
- Yogurt parfaits
- Trail mix, nuts and seeds
- Granola bars
- Popcorn
- Unsalted pretzels

Warning: A small but growing number of kids have severe peanut and/or tree nut allergies. Before offering products with any nuts and seeds make sure none of the children have an allergy.

Items to Sell Other Than Food

- Artwork
- Calendars
- Candles
- Coupon books
- Football seats
- Gift Certificates or baskets
- Greeting cards
- Magazine subscriptions
- Refillable water bottles (with school logo)
- Stuffed Animals
- Scarves and stocking caps
- T-shirts and sweatshirts (with school logo)
- Tickets to sporting or fine arts events

San Jose Charter Academy Wellness Policy



There are many opportunities for celebration throughout the year, from birthdays to holidays to other special occasions that may occur. Schools can help promote a positive learning environment by providing healthy celebrations that shift the focus at parties from unhealthy food to healthy fun!

Try these ideas for fun activities and healthy foods at school parties and other celebrations:

- Plan special party games and activities. Ask parents to provide game supplies, pencils, erasers, stickers and other small school supplies instead of food.
- Give children extra recess time instead of a class party. For birthdays, let the birthday child choose and lead an active game for everyone.
- Create a special birthday event. The birthday child wears a sash and crown, sits in a special chair and can be the teacher's assistant for the day.
- Provide a "free choice" activity time at the end of the day
- Allow children a trip to the treasure box (parents can help supply it with small toys, books, note pads, paints, pencils, bookmarks, stickers, etc).
- Check with Nutrition Services to see what healthy snacks or fresh items they can provide for a reasonable fee.
-

Healthy Celebration Snack Ideas



- Fruit smoothies
- Fruit salads with low-fat cottage cheese
- Yogurt parfaits
- Angel food cake topped with fresh fruit
- Popcorn
- Low-fat pudding
- Applesauce or other fruit cups
- Berries with low-fat whipped topping
- Bananas or strawberries with a low-fat yogurt dip
- Graham crackers with jam or peanut butter
- Whole-grain crackers with reduced-fat cheese
- Whole-grain tortilla chips with salsa

Fundraisers and Smart Snacks: Foods Not Intended for Consumption at School

What can we sell for a fundraiser? If the item being sold is a nonfood item or a food item that meets the Smart Snacks standards, it can be sold anytime. State agencies can permit occasional exempt fundraisers, allowing the sale of foods that do not meet the standards. Organizations planning fundraisers should work with their school administration before initiating a fundraiser to ensure compliance with the Local Wellness Policy, Smart Snacks standards, and any other local policies that may be in place.

What if the foods do not meet the standards? Generally, foods that do not meet the standards cannot be sold to students on campus during the school day. Organizations planning fundraisers of foods that do not meet the standards must work with their school administration to determine if their fundraiser can be allowed as one of the school's limited exempt fundraisers. It is important to remember that the standards do not apply during non-school hours, on weekends, and at off-campus fundraising events, though local policies may still apply.

No more frozen pizza sales? No more cookie dough? No more Thin Mints®* cookies? Not necessarily! Many extracurricular programs, such as the school band, sports teams, and the school choir as well as youth-based community organizations such as the scouting programs rely on fundraisers to support their activities. There are ways that these groups can continue to raise money on campus under the standards, if allowed under local policies and approved by the school administration.

First, remember that all fundraising activities that take place outside of school are exempt from Smart Snack Standards. Just double-check your Local School Wellness Policy to see if other local school policies are in place!

Sale of frozen pizza, cookie dough and other items preordered and distributed in a precooked state or in bulk quantities (multiple servings in a package) for consumption at home is not required to meet the standards. For example, boxes of preordered Girl Scout cookies intended for consumption at home would not be subject to the standards. Students could take orders and deliver them during the school day for consumption outside of school.

Can we take fundraising orders at school? Yes. Orders may be taken at school as long as the foods being sold meet the Smart Snacks standards or are not intended to be consumed on campus during school hours and as long as students receive permission from the school.

Can we deliver the preordered fundraising items at school? Foods that have been purchased through a fundraiser may be delivered on the school campus during the school day if the foods being sold meet the standards or are not intended to be consumed on campus during school hours and as long as students receive permission from the school. However, we encourage organizations to deliver the foods at a time when parents and caregivers are more likely to be present to collect the items, for example, during specific drop off or pickup times.

Can we sell individual food items that students can eat during the school day? If the foods being sold meet the standards, then you may sell them during the day. However, when the fundraiser includes the sale of food items that do not meet the standards, for example, a doughnut or a candy bar, the fundraiser must be considered an approved exempt fundraiser in

accordance with the State agency. The fundraising organization, such as the school band, could then sell doughnuts or candy to students during the allocated exempt fundraising period.

Communication between youth-based organizations and school administration is critical when planning fundraising events on school campus during the school day.

GLOSSARY

Competitive Foods - In California, any food or beverage sold to students on the school campus, during the school day, outside of the federally reimbursable meal program is considered to compete with those meals.

Education Code (EC) - A large, legal body that covers the various laws that regulate the California education system.

LEA – Local Education Agency

School Day – The time between midnight the night before to 30 minutes after the end of the instructional (official) school day.

Sold – The exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

Student Organization – A group of students that are NOT associated with the curricula or academics of the school or district.

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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

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