



We Are Your Schools

FORT WAYNE COMMUNITY SCHOOLS

Local School Wellness Policy

Revised: January 2026

Supersedes: Revised 8/9/2022

1) Policy Statement and Purpose

The Fort Wayne Community Schools (FWCS) Board of School Trustees recognizes the important relationship among nutrition integrity, physical activity, overall health, and student academic performance. FWCS is committed to providing school environments that promote and protect student health, well-being, and the ability to learn.

This policy establishes district-wide expectations for:

- nutrition standards for foods and beverages available to students during the school day,
- nutrition promotion and education,
- physical activity and other wellness activities, and
- evaluation and continuous improvement through required assessment and public transparency.

2) Scope

This policy applies to all FWCS schools participating in the National School Lunch Program and/or School Breakfast Program and to all foods and beverages sold or provided to students during the school day on the school campus, consistent with federal and state requirements.

3) Leadership, Accountability, and Roles

3.1 Wellness Policy Coordinator (Designated Official)

FWCS designates the following official to oversee implementation, monitoring, assessment, and updates to this policy:

Wellness Policy Coordinator: Felipe Guerra, Director of Nutrition Services (or designee)

Coordinator responsibilities include:

- convening and supporting the Wellness Committee (Section 4),
- maintaining required records (Section 10),
- ensuring required annual communication and triennial assessment occur (Section 9),
- coordinating public and stakeholder participation opportunities (Sections 4 and 8), and

- facilitating policy updates based on evaluation findings.

3.2 Building-Level Implementation

Building principals (or designees) support implementation and will:

- ensure the policy is posted in an accessible location(s) in the building,
- support adherence to nutrition standards and wellness practices, and
- submit an annual building wellness status update in the format provided by the Wellness Policy Coordinator.

4) Wellness Committee Governance and Stakeholder Participation

4.1 Committee Structure

FWCS will establish and maintain a district Wellness Committee (also referred to as the School Health Advisory Board) that includes representation, as available, from:

- parents/guardians,
- students,
- Nutrition Services (School Food Authority),
- school administrators,
- teachers (including Physical Education),
- school health professionals,
- school board representation,
- community partners/organizations, and
- the general public.

4.2 Meetings and Documentation

- The Wellness Committee will meet at least annually and additionally as needed for policy review and triennial assessment.
- The Wellness Policy Coordinator will maintain committee agendas, minutes, sign-in/attendance, recommendations, and supporting documentation.

4.3 How Stakeholders and the Public Can Participate

FWCS will permit participation by the school community and the general public in the development, review, update, and implementation of this Wellness Policy. At least annually, FWCS will invite input and participation through either ParentSquare and/or by posting information on the FWCS Nutrition Services webpage. This outreach will include:

- an invitation to participate in the Wellness Committee and/or provide feedback,
- the method for submitting comments or requesting to join the committee, and
- the timeframe for review/update opportunities when applicable.

The Wellness Policy Coordinator will maintain documentation of the outreach (e.g., ParentSquare message copy and a webpage posting/screenshot).

5) Nutrition Standards

5.1 School Meals

FWCS Nutrition Services will meet or exceed USDA meal pattern requirements and support a meal environment that encourages healthy choices.

5.2 Competitive Foods and Beverages Sold During the School Day (Smart Snacks + FWCS Non-Competition Times)

FWCS will meet or exceed USDA Smart Snacks standards for all foods and beverages sold to students during the school day. In addition, FWCS maintains district Competitive Food Guidelines that limit the sale of foods in competition with the school meal program during the following times:

- Elementary Schools: no competitive food sales from midnight to 4:00 PM
- Middle Schools: no competitive food sales from midnight to 2:55 PM
- High Schools: no competitive food sales from midnight to 2:55 PM

Competitive food sales that occur outside these timeframes must still meet Smart Snacks standards and must comply with all applicable district and program requirements.

5.3 Vending Machines and Revenue

If vending machines operate in FWCS facilities, vending must comply with Smart Snacks standards and district Competitive Food Guidelines. Receipts from vending machines operated during the school day will accrue to the Nutrition Services program. Elementary school students shall not have access to foods or beverages of minimal nutritional value (including carbonated beverages, water ices, chewing gum, and certain hard candies) at any time.

5.4 Foods Provided but Not Sold (Celebrations, Classroom Foods, Rewards)

FWCS encourages non-food alternatives whenever possible.

- Foods offered (not sold) for celebrations should be offered, as much as possible, after lunch serving and eating times are concluded.
- Foods brought for the class by students must be store purchased and indicative of being prepared in an establishment licensed by the Board of Health.
- School staff are encouraged to find alternatives to using food as a reward.
- Schools will not withhold food or beverages as punishment.
- Nutrition education materials regarding healthier celebrations will be made available, and healthier options may be offered through Nutrition Services.

5.5 Fundraising

To support student health and nutrition education:

- Fundraising activities must be of short duration (no more than 5 days). Fundraising involving the sale of food products during school hours must be approved in writing by the Director of Nutrition Services (or designee) and may not be conducted during breakfast or lunch time.
- Foods of minimal nutritional value sold for fundraising will not be consumed by students during the school day.

- Schools are encouraged to use non-food fundraising alternatives when feasible.
- Fundraisers involving foods sold during the school day must follow Smart Snacks standards unless exempted by allowable rules.

6) Nutrition Promotion and Education Goals

FWCS will support nutrition education and promotion through:

- integration of nutrition concepts where appropriate,
- staff modeling and reinforcement of healthy choices,
- communication to families and students (menus, district communication channels, school communication),
- availability of nutrition information (menus, website, point-of-sale materials as applicable).

7) Physical Activity Goals

FWCS will support physical activity and physical education consistent with district programming and applicable standards, including opportunities for students to be active during the school day and encouragement of lifelong physical activity habits.

8) Food and Beverage Marketing

FWCS will allow marketing and advertising on school campus during the school day only for foods and beverages that meet Smart Snacks standards. This includes, as applicable, vending machines, posters, scoreboards, couponing programs, and point-of-sale materials.

9) Communication, Evaluation, and Policy Review

9.1 Annual Public Communication

At least annually, FWCS will make available to the public:

- the current Local School Wellness Policy,
- information on how to provide input and participate in the Wellness Committee, and
- a summary of implementation progress and key wellness updates.

FWCS will communicate this information through either ParentSquare and/or by posting it on the FWCS Nutrition Services webpage. Documentation of annual communication will be retained.

9.2 Annual Evaluation (Local Monitoring)

FWCS will conduct an annual evaluation of wellness implementation and progress. Building principals will provide an annual wellness status update describing how their school is meeting expectations and standards of the policy and a brief plan for the next year.

9.3 Triennial Assessment (Every 3 Years)

At least every three years, FWCS will complete a district triennial assessment using an evaluation tool to determine:

1. compliance with the Wellness Policy,
2. how the policy compares to model wellness policies, and
3. progress made toward attaining the goals of the policy.

The Wellness Committee will review the triennial assessment results and recommend any needed policy updates. Triennial assessment results will be communicated through either ParentSquare and/or posted on the FWCS Nutrition Services webpage in an accessible manner.

10) Recordkeeping

FWCS will retain documentation demonstrating compliance with this policy, including:

- the current Wellness Policy and any updates,
- Wellness Committee membership, agendas, minutes, and recommendations,
- annual building-level wellness updates (as applicable),
- triennial assessments and supporting evidence, and
- documentation of public communications and participation invitations.

Records will be retained consistent with program requirements (recommended: three years plus the current year, at a minimum).