

Book	Policy Manual
Section	200 Pupils
Title	School Wellness
Number	246 NEW
Status	Active
Adopted	June 19, 2017

Purpose

Bloomsburg Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[1][2][3]

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the **district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.**[2][3]

Each building principal or designee **shall** annually **report to** the Superintendent or designee regarding **compliance** in his/her school.[3]

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[2][3]

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[3]

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[2][3]

Guidelines

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[3][4]

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall **establish a Wellness Committee comprised of**, but not necessarily limited to, **at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public.** It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of

the community.[2]

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, **implementing** and periodically reviewing and updating a **School Wellness policy** that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[3]

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[6][7][8]

Nutrition education in the district shall **teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.**

Nutrition education lessons and activities **shall be age-appropriate.**

Nutrition education shall be integrated into other subjects such as math, science, language arts and social sciences **to complement but not replace academic standards based on nutrition education.**

Nutrition education **will be a sequential, comprehensive health education program in accordance with the State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, Family and Consumer Sciences, Science and Technology, Mathematics and Social Studies.**

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

Age-appropriate physical activity opportunities, such as outdoor and indoor **recess, before and after school** programs, **during lunch, clubs, intramurals and interscholastic athletics, shall be provided to meet the needs and interests of all students**, in addition to planned physical education.

A **sequential physical education program** consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[7][8][10]

Physical education shall be taught by certified health and physical education teachers.

Other School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[11][12]

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.[9][13][14][15]

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

Nutrition content of school meals shall be available to students and parents/guardians.

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through **the National School Lunch or School Breakfast Programs** shall comply with established federal nutrition standards.[11][12][13][14]

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

Competitive Foods -

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[3][16][17]

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day.[3][16]

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[3][16]

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[16]

Fundraiser Exemptions -

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.[18]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings.

Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[16]

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods -

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

Rewards and Incentives: Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc).

Classroom Parties and Celebrations: Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting -

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.

[3][16]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the

extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[19]

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:[20]

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Legal

1. [24 P.S. 1422.1](#)
2. [42 U.S.C. 1758b](#)
3. [7 CFR 210.31](#)
4. [7 CFR 210.15](#)
5. [24 P.S. 1422](#)
6. [24 P.S. 1513](#)
7. Pol. 102
8. Pol. 105
9. Pol. 808
10. [24 P.S. 1512.1](#)
11. [7 CFR 210.10](#)
12. [7 CFR 220.8](#)
13. [42 U.S.C. 1751 et seq](#)
14. [42 U.S.C. 1773](#)
15. [7 CFR 210.30](#)
16. [7 CFR 210.11](#)
17. [7 CFR 220.12a](#)
18. Pol. 229
19. [24 P.S. 504.1](#)
20. Pol. 209.1
- [24 P.S. 1337.1](#)
- [24 P.S. 1422.3](#)
- [P.L. 111-296](#)
- [7 CFR Part 210](#)
- [7 CFR Part 220](#)
- Pol. 103
- Pol. 103.1

Last Modified by Stephanie Kessler on August 7, 2017



ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

246-AR-0. NUTRITION EDUCATION AND PROMOTION

Designated instructional staff will integrate nutrition education into the district's sequential, comprehensive health education program. The program will be reviewed and updated, as appropriate.

Nutrition education will be interactive and will provide students with the knowledge and skills needed to adopt healthy eating behaviors.

Nutrition education will be provided in school cafeterias, as well as in the classroom, with coordination between the food service **personnel** and teachers.

The district will provide to the staff responsible for providing nutrition education appropriate education and training that focuses on strategies for promoting healthy eating behaviors of students.

Consistent nutrition messages will be disseminated throughout the district, schools, classrooms, cafeterias, homes and community in the following manner:

1. Handouts.
2. Posters and bulletin boards.
3. Postings on the district's website.
4. Articles and information provided in district or school newsletters.
5. Presentations that focus on nutritional value and healthy lifestyles.
6. Special programs that highlight aspects of nutrition education.
7. News media.

Lessons and Activities

District staff will develop and implement nutrition education lessons and activities for all grades that are appropriate to the student's age and developmental levels. The Pennsylvania Department of Education (PDE) **offers nutrition education curriculum resources** to assist staff in implementing nutrition education lessons.

Instructional staff will be directed to integrate nutritional themes into daily lessons and activities to complement the academic standards based on nutrition education. Nutritional themes may include, but are not limited to:

1. Knowledge of USDA dietary guidelines.
2. Sources and variety of foods.
3. Guide to a healthy diet, including snacks and the importance of breakfast.
4. Concepts of control and prevention of disease and nutritional deficiencies.
5. Use and misuse of dietary supplements.
6. Understanding calories.
7. Understanding and using food labels.
8. Essential nutrients and their relationship to physical performance and body composition.
9. Appreciating cultural diversity related to food and eating.
10. Recognizing appropriate serving sizes.
11. Safe food preparation, handling and storage.
12. Identifying and limiting junk food.

Schools will be supportive in helping students to practice the nutritional themes used in lessons and activities.

Family and Community Involvement

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the Superintendent or designee will be responsible for ensuring that:

1. Nutrition education materials and cafeteria menus are sent home with students, posted in school buildings and made available on the district's website.
2. Parents/Guardians are encouraged to send healthy snacks/meals to school.
3. Families are invited to attend exhibitions of student nutrition projects or health fairs.
4. Nutrition education workshops and screening services are offered.
5. Links with nutrition service providers (e.g., qualified public health and nutrition professionals) are established to inform families about supplemental nutritional services available in the community.

6. Nutrition education curriculum includes homework that students can do with their families, such as:
 - a. Reading and interpreting food labels.
 - b. Reading nutrition-related articles.
 - c. Preparing healthy recipes.
7. School staff will be encouraged to cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition, as appropriate.



ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

246-AR-1. PHYSICAL ACTIVITY

Developmentally appropriate physical activities during the school day for students will be designed to achieve optimal health, wellness, fitness and performance benefits, and may include the following:

1. School-wide exercise program for students broadcast daily in which all students participate in their classrooms.
2. Physical activity breaks for students between lessons or classes, as appropriate; activities will be planned so all students can participate.

The district will provide information to parents/guardians that encourages students' physical activity outside the school environment, such as outdoor play at home, sports, recreation programs, **before and** after-school programs, community programs, etc.

The district will establish guidelines governing the age-appropriate physical activity opportunities for students that will be provided in each school.

District schools may offer and supervise walking programs for students on school property before school, at lunch or after school.

Student physical activity on school grounds during school hours will be supervised to enforce safety rules and prevent injuries.

Daily recess periods for elementary school students will feature time for unstructured but supervised active play.

Physical activities other than competitive sports will be introduced to students.

Schools may organize and supervise walking trains/**school buses** for students going to and coming home from school.

Programs conducted **before and after school** in district facilities will provide developmentally appropriate physical activities to students in an effort to promote physical activity. Designated staff will meet with providers of **before and** after-school programs in district facilities to discuss and support opportunities for physical activity for attendees.

District schools may send home with students suggestions for physical activities for use by parents/guardians through:

1. Monthly suggested activity calendars.
2. Periodic information and updates.
3. Notices of family activity events taking place in the schools or community.

Building administrators will notify district staff that physical activity (e.g., recess) will not be used **or withheld** as a **form of** punishment.

The district will promote the use of school facilities by students and the community for physical activity, fitness, sports and recreation programs offered by district schools and/or community-based organizations outside of school hours through:

1. Announcements.
2. Posted notices.
3. Newsletters.
4. District's website.
5. District's calendar.
6. News media.



ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

246-AR-2. PHYSICAL EDUCATION

Professional staff will provide physical education instruction that complies with the established curriculum and academic standards to ensure that students develop required skills and knowledge.

The physical education curriculum and program will be reviewed and updated, as appropriate.

District schools will ensure that all students participate in physical education classes.

Physical education staff will utilize appropriate instructional strategies that provide meaningful inclusion of all students, regardless of skill or fitness level.

The district's physical education programs will:

1. Provide physical activity options and alternatives from a variety of categories such as outdoor, rhythmical and lifetime.
2. Feature cooperative, as well as competitive games.
3. Teach self-management skills, as well as movement skills.
4. Actively teach cooperation, fair play and responsible participation.
5. Promote participation in physical activity outside of school.
6. Be an enjoyable experience for students.
7. Encourage lifelong participation in health-enhancing physical activities.
8. Provide for numerous practice opportunities through adequate facilities and sufficient equipment.
9. Create a positive learning environment in which students feel safe and supported.
10. Utilize physical activities that are developmentally appropriate.

Suitably adapted physical education will be included as part of a student's IEP, Service Agreement or accommodation when chronic health problems, disabling conditions or other special needs preclude such student's participation in regular physical education instruction or activities. All documented medical conditions and disabilities will be accommodated **in accordance with the applicable IEP or Service Agreement.**

An annual assessment and inventory of equipment, facilities and resources used for physical education courses will be made by physical education staff. Equipment, facilities and resources determined to be obsolete, out-of-date, unusable or unsafe will be reported for disposition.

The district's physical education instructional staff will be certified health and physical education teachers.

Physical education staff will attend professional development opportunities and inservice programs, in accordance with Board policy.

Student-teacher ratios in physical education classes that allow teachers the opportunity and time to work with individual students will be established in each school. **The National Association for Sport and Physical Education recommends that the size of physical education classes be consistent with those of other subject areas (i.e., a maximum of 1:25 for elementary school, 1:30 for middle school and 1:35 for high school).**

District schools will prohibit the withholding **or use** of physical education **solely as a form of punishment.**

Assessment

A local assessment system will be implemented to track student progress on the Health, Safety and Physical Education academic standards. Course grades will be awarded in the same manner grades are awarded in other subject areas and will be included in calculations of grade point average, class rank and academic recognition programs.

Assessment opportunities may include the following:

1. Student personal portfolios to assess student progress by making students accountable for completing fitness surveys and recording heart rate, workout routine, personal goals and any other pertinent material.
2. Health-related physical fitness testing, which may be integrated into the curriculum as an instructional tool.
3. Tests appropriate to students' developmental levels and physical abilities and used to teach students how to assess their fitness levels, set goals for improvement and monitor progress in reaching their goals. Staff will maintain the confidentiality of fitness test results, which will be available only to students and their parents/guardians.

4. Physical education programs monitored and assessed regularly by physical education teachers, in conjunction with other district academic and health-related programs, using tools such as the Healthy Kids Survey, CDC School Health Index, CDC Physical Education Curriculum Analysis Tool (PECAT), **SHAPE America's National PE Standards** or other assessments. Results of these surveys and assessments will be reported to the Board and school, and made available to parents/guardians and the community.

Family and Community Involvement

To promote family and community involvement in supporting and reinforcing physical education in the schools, the building principal or designee will be responsible for ensuring that:

1. Physical education activity ideas are sent home with students.
2. Parents/Guardians are actively encouraged to promote their child's participation in the school's physical education programs and after-school activities through information distributed by the school.
3. Families are invited to attend and participate in physical education activity programs and health fairs.
4. Physical education curriculum includes homework that students can do with their families.
5. School staff consider student preferences and interest when developing physical education programs.
6. School staff are encouraged to work with local recreation agencies and community organizations to provide opportunities for students to participate in physical activity programs outside of school.



ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

246-AR-3. FUNDRAISERS

Fundraising projects must be submitted for district approval in accordance with Board Policy 229. Student Fundraising. School fundraising activities will be approved with consideration of the following:

1. Fundraising activities held during the school day involving the sale of food **or beverages** will be limited to foods that meet the **USDA Smart Snacks in School** nutrition standards, **unless an exemption is approved by the building principal.**
2. Availability of any food **or beverage** items sold as part of a fundraising activity will be restricted until at least thirty (30) minutes after the last lunch period.
3. Fundraising activities that promote physical activity will be encouraged.
4. Foods **and beverages** sold as fundraisers and available for sale outside of the school day that support healthy eating habits by limiting high sugar and high fat content will be encouraged.

For purposes of this administrative regulation, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

Applicable Board policy and administrative regulations will be referenced annually in student handbooks. Copies of these administrative regulations will be available in the main office and will be distributed to activity sponsors, student treasurers of school activities and other interested individuals and groups.

Exemptions From Smart Snacks Nutrition Standards

District schools may permit the sale of foods and beverages for fundraising activities held during the school day that do not meet the Smart Snacks in School nutrition standards in accordance with the following exemptions permitted by the Pennsylvania Department of Education:

1. Up to five (5) exempt fundraisers in elementary and middle school buildings.
2. Up to ten (10) exempt fundraisers in high school buildings.

Exempt fundraisers may not exceed five (5) consecutive school days in length.

Exempt fundraiser foods or beverages may not be sold in competition with school meals in the food service area during the meal service.

Alternative Fundraisers for Healthy Schools

Healthier Food Ideas –

1. Bottled water with school name/logo.
2. Fruit/Cheese.
3. Naturally low-fat pretzels.
4. Specialty shaped pastas.
5. Boxes of citrus fruits.
6. Popcorn.
7. Apples.

Activity-Related Fundraisers –

1. Skate night/Skate-a-thons.
2. Fun-runs/Walk-a-thons/Bike-a-thons.
3. Tennis/Horseshoe competition.
4. Golf tournament.
5. Bowling night/Bowl-a-thons.
6. 3-on-3 basketball tournament - teams are charged an entrance fee and local businesses donate prizes.

Show Your School Spirit Fundraisers With School Name/Logo –

1. Mugs.
2. Megaphones.
3. Stadium cushions.
4. T-shirts, sweatshirts, caps.
5. Rally rags, team towels.
6. License plate frames.
7. Spirit/Seasonal flags.
8. Frisbees.
9. Magnets.
10. School event planners that include all school event dates.

Fun and Entertaining Fundraisers –

1. Dances - kids, father/daughter, family, Sadie Hawkins.
2. Talent shows.
3. Magic shows.
4. School art drawings.
5. Buttons, pins and stickers.
6. Balloon bouquets.
7. Temporary tattoos.
8. Singing telegrams.

9. Milk Mustache photos.
10. Valentine's Day flowers.
11. Treasure hunt/Scavenger hunt.

Community-Related Fundraisers –

1. Customized signs.
2. Family portraits.
3. Gift wrapping at holiday time.
4. Selling local agricultural products.
5. Recycling cans/paper/ink cartridges.
6. Emergency kits for cars.
7. Car washes.

Material Fundraisers –

1. Candles.
2. Jewelry.
3. First-aid kits.
4. Bath accessories.
5. House decorations.
6. Computer software.
7. Holiday ornaments.
8. Plants, flowers and bulbs.
9. Greeting cards/stationery.
10. Stone/Brick/Tile memorials.
11. Books, calendars and magazines.
12. Cookbook of easy and healthy after-school snacks.



ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

246-AR-4. LETTER TO PARENTS/GUARDIANS
IN-SCHOOL BIRTHDAY CELEBRATIONS

(Date)

Dear Parents/Guardians:

The district's Wellness Committee has been discussing ways in which parents/guardians can have a positive effect on our children's nutrition and eating habits while they are in school. While we appreciate your wish to recognize your child's birthday by bringing treats to school, please be aware of the following guidelines in regards to birthday celebrations:

1. Treats should only be brought in when requested for scheduled parties and will be limited to foods permitted by the district. Permitted foods may vary from classroom to classroom based upon student health issues.
2. Scheduled parties will be announced through newsletters or letters sent home.
3. Treats will be served after the lunch period or at the end of the day, when possible.

We encourage you to consider options that are lower in fat and sugar, or consider nonfood options. Some suggestions are:

- Apple, carrot, banana, pumpkin, blueberry or other muffins instead of cupcakes
- Cut-up fruit and veggies with low-fat dressing or yogurt dip
- Soft pretzels
- Baked corn chips and potato chips with salsa and low-fat dips
- Flavored yogurt and fruit parfaits
- Bagels with low-fat cream cheese
- Nonfood treats, such as pencils, erasers, notebooks or small toys

Parents/Guardians will be responsible for keeping perishable items properly cooled or refrigerated.

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BIRTHDAY CELEBRATIONS - Pg. 2

We also **encourage you** to ask your child's teacher to consider hosting a fun activity that does not involve food, such as reading a special book to students or playing a special game with students.

Sincerely,

Building Principal



ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

246-AR-5. SCHOOL BASED ACTIVITIES

Administrators, teachers, food service personnel, students, parents/guardians and community members will cooperate to develop district programs, communications and outreach efforts to **support school wellness initiatives.**

Cafeteria/Meal Environment

In district cafeterias, each student will have a seat and room to eat during meal periods. Any overcrowding will be reported to the building principal.

Cafeteria rules for students will be prominently posted in the cafeteria. Cafeteria tables will be cleaned by district staff with appropriate cleaners that also remove allergens between each meal period in order to avoid cross-contamination.

Cafeterias and kitchens will be maintained in an orderly, organized, clean and safe manner. Cafeterias will be inspected for cleanliness on a weekly basis by the head cook or food service supervisor.

Cafeterias will be monitored by assigned district staff throughout student meal times.

Students will be provided at least ten (10) minutes' sit down time for breakfast and twenty (20) minutes' sit down time for lunch. Service lines will be short enough in waiting time to allow students adequate time to eat. This may be accomplished by offering more service lines to students or by staggering lunch schedules to decrease waiting time.

Meal periods will be scheduled during the times of _____.

Each cafeteria will have drinking fountains or nearby access to free drinkable water for students' use during meals.

District staff will provide students with the opportunity to wash **or sanitize** their hands prior to and after meals and snacks, and will require it where it is part of a student's Medical Plan of Care.

Staff Development/Guidelines

The district will employ only qualified nutrition professionals to administer the school meals program.

Only food service **personnel** and supervisors are permitted in the kitchens and food service preparation areas of the schools.

The district will provide ongoing professional development opportunities and training for district staff that address strategies for promoting healthy eating behavior; food safety; maintaining safe, orderly and pleasant eating environments; management of students with food allergies and other special dietary needs; and other topics directly related to employees' duties. **Training** will be provided through the use of videos, demonstrations, **webinars**, inservice **opportunities** and conferences, **and participation will be documented.**

All district staff will receive information and training on the regulations developed to implement the **School** Wellness policy. Training will be done annually to serve as a reminder and inform new **staff.**

Nutrition Content/Menus

Monthly menus may be sent home with students, posted in school buildings, and made available on the district's website, and will include healthy tips and information related to promoting positive dietary and lifestyle practices.

The district will provide the nutrition content of school meals at designated areas in the cafeteria and on the district website.

District staff may involve students and parents/guardians in menu selections through various means, including:

1. Surveys.
2. **Taste-testing.**
3. Contests.
4. Cooperation with home economics classes.
5. Meetings.
6. District website.

Active student representation in the form of a student committee for menu input may also be utilized to determine student interest.

Funding and Programs

Staff members responsible for student wellness programs are responsible for researching and applying for funding, grants and scholarships available from federal and state agencies and private and community organizations.

Rewards and Incentives/Classroom Parties and Celebrations/Shared Classroom Snacks

[NOTE: Please insert appropriate language here based on local district practice, consistent with the goals established in the School Wellness policy.]



ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

246-AR-6. SAFE ROUTES TO SCHOOL

District schools will provide appropriate instruction on walking and bicycling safety to students.

To make walking and biking to school safer and easier for students, improvements to school zone traffic safety may be made by:

1. Developing drop-off and pick-up procedures and informing students, parents/guardians and district staff by means of:
 - a. Publication in handbooks.
 - b. Reminders to parents/guardians in the form of letters or notices at the start of each school term and as necessary throughout the school year.
 - c. Presentation at a student assembly.
 - d. Presentation at a parents meeting.
 - e. Posting of notice/signs.
2. Designating a drop-off and pick-up zone to discourage traffic congestion in front of schools.
3. Conducting regular traffic safety training for school personnel, volunteers and students who drive to school.
4. Encouraging carpooling to alleviate traffic congestion in front of schools.
5. Staggering school arrival and dismissal times for different grades to minimize the flow of traffic.
6. Using a designated employee, parent/guardian or volunteer at drop-off locations to open the student's door and expedite the drop-off process.

Designated school personnel, police and volunteers will periodically evaluate drop-off and pick-up conditions and provide safety information and instruction to drivers.

The Superintendent or designee will meet annually with local municipalities, public safety agency, police departments and community organizations to develop, evaluate and maintain safe routes to school.

In cooperation with the local public works department, physical improvements such as curb striping and signage revision may be made to the school's drop-off and pick-up zones and/or parking and stopping restrictions.



ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

246-AR-7. HEALTHY SCHOOL ENVIRONMENT

A healthy school environment is conducive to learning and good for the health of everyone at school. A healthy learning environment **program** will be developed, implemented and monitored, and will be designed to optimize conditions for learning and minimize exposure to indoor and outdoor hazardous chemicals, allergens, irritants and pollutants. The **program** will address the following elements:

1. Assessment of environmental factors that can enhance or detract from student learning and comfort, including lighting, ventilation, temperature, noise, availability of drinking water and sanitation facilities.
2. Assessment of environmental factors that are potentially harmful to the health of students, including tobacco smoke and/or tobacco products, pests, mold, pollen, dust mites, animal dander, chalk dust, cleaning agents, scented and unscented personal care products, volatile organic chemicals (VOCs), laboratory chemicals, unvented fumes, vehicle exhaust, asbestos, lead and other substances in drinking water, arsenic-treated lumber, radon and excessive exposure to direct sunlight.
3. Procedures for daily monitoring of outdoor air quality and for providing indoor alternatives for student physical activity on days with poor air quality.

Instructional Program

An instructional program that promotes a healthy school environment will be offered to assist students in making decisions in matters of personal, family and community health and safety, and will:

1. Use active, participatory instructional strategies to engage all students.
2. Address social and media influences on student behavior and help students identify healthy alternatives to specific high-risk behavior.
3. Emphasize critical knowledge and skills that students need in order to obtain, understand and use basic health information and services in ways that enhance healthy living.

4. Focus on high-risk behaviors as they relate to the health of students, both short-term and long-term consequences, including those related to nutrition; physical activity; violence and injury; controlled substance abuse; tobacco use; and sexual behaviors that lead to HIV infection, sexually transmitted disease or unintended pregnancy.
5. Include accurate and up-to-date information that is developmentally appropriate for students.

Topics in the instructional program may include, but not be limited to, the following:

1. Use of health care services and products.
2. Mental and emotional health and development.
3. Abuse of controlled substances and tobacco, in accordance with Board policy.
4. Oral health, vision and hearing.
5. Proper general nutrition practices, along with related topics such as obesity, diabetes prevention and recognizing and reacting to food allergies.
6. Exercise, rest and posture.
7. Environmental health and safety.
8. Injury prevention and safety.



ADMINISTRATIVE REGULATION

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246-AR-8. MARKETING PLANS FOR **SCHOOL WELLNESS**

School based marketing will be consistent with nutrition education and health promotion.

Students will receive positive, motivating messages, both verbal and nonverbal, about healthy eating and physical activity throughout the school setting. All school personnel will help reinforce these positive messages. Posters, artwork and information may be posted throughout school buildings, as well as in the cafeteria.

District schools will consider student needs when planning for a healthy school nutrition environment. Students may be asked for input and feedback, and attention will be given to their comments.

Healthy eating and physical activity will be actively promoted to district staff, students, parents/guardians and the community at school registration, PTO/PTA meetings, open houses, health fairs, teacher inservice, etc.

School staff will work with a variety of media to spread the word to the community about a healthy school nutrition environment, such as the local newspaper, district and school newsletters and websites, and television stations.

Marketing Techniques/Activities

Marketing techniques and/or activities for promoting student wellness may include the following:

1. Programs that provide schools with supplies when families buy nutritious food products.
2. Wellness suggestions made during morning announcements in schools.
3. In-school television programming.
4. Free samples or coupons, including coupons for discount gym memberships.
5. Pricing structures that promote healthy options in a la carte lines or vending machines.
6. Sales of fruit or other healthy foods for fundraisers.

Food and Beverage Marketing in Schools

Any foods and/or beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards.

School campus is defined as all property under the jurisdiction of the school district that is accessible to students during the school day including school buildings and property owned or leased by the district, school buses and other vehicles used to transport students, athletic fields and stadiums, and parking lots.

School day is defined as the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

Food and beverage marketing is defined as advertising and other promotions 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. This term includes, but is not limited to the following:

- 1. Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.**
- 2. Displays, such as on vending machine exteriors.**
- 3. Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards.**
- 4. 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.**
- 5. Advertisements in school publications or school mailings.**
- 6. Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.**

As existing contracts are reviewed and new contracts considered, equipment and product purchasing and replacement decisions should reflect the applicable marketing guidelines established by the district.

Immediate replacement of school equipment such as marquees, message boards, scoreboards and backboards is not required; however, the district will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing guidelines established by the district.

Food and beverage marketing does not include content to which students may be exposed through:

- 1. Instructional materials.**
- 2. External sources, such as media broadcasts, Internet resources and other external platforms in which the district does not control marketing or branding content.**



ADMINISTRATIVE REGULATION

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246-AR-9. VENDING MACHINES

The (Superintendent or designee) will be responsible for the placement of food and beverage vending machines in schools. Factors to be considered in the placement of vending machines will include:

1. Whether such machines may be installed.
2. Where machines will be placed.
3. What items will be dispensed.
4. During which hours machines may be used.
5. Cost of products and financial benefit to district.

Vending machine foods and beverages available for sale to students will comply with established federal nutrition standards (**USDA Smart Snacks in School**).

Advertising associated with product vending will be limited to signage on equipment, paper cups and other serving containers, and will promote a positive nutrition message. Any signage, logo, container or other item must be approved by the (Superintendent or designee) before distribution or placement on school property.