

**Administrative Procedure
DISTRICT WELLNESS PROGRAM - (K-12
Districts)**

Descriptor Code: ADF-AP(1)

The primary goals of the Raytown C-2 School District's wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. The following procedures will guide the implementation of the district wellness program.

Nutrition Guidelines

The district is committed to ensuring that all foods and beverages sold, provided or made available to students on school campuses during the school day support healthy eating and create an environment that reinforces the development of healthy eating habits. For that reason, and as required by law, the district has set the following nutrition standards for its meal programs, competitive foods and beverages sold outside the meal programs, and other foods and beverages provided or made available to students during the school day.

For the purposes of this procedure, the school day is the time period from the midnight before to 30 minutes after the official school day. These meal standards do not apply to food sold at other times, such as evening or weekend events.

Nutrition Standards for Meal Programs

The food sold to students as part of the district's meal programs will meet the requirements of the U.S. Department of Agriculture (USDA).

Nutrition Standards for Competitive Foods and Beverages

The foods and beverages sold and served during the school day outside the reimbursable school meal programs (competitive foods and beverages) will meet or exceed the USDA Smart Snacks in School (Smart Snacks) nutrition standards. These standards will apply in all locations any time foods and beverages are sold to students during the school day, which includes, but is not limited to, foods and beverages sold in vending machines, school stores, and snack or food carts; à la carte options in cafeterias; and food and beverages sold through district-sponsored fundraising, including fundraising by student-initiated groups, unless an exemption applies, as described below.

Fundraising Exemption to Nutrition Guidelines

Unless otherwise prohibited by Board policies or limitations on marketing, the following are exemptions to the rule requiring that foods sold as fundraisers meet USDA standards:

1. Foods sold off campus, outside the school day or to nonstudents do not have to meet the USDA standards.
2. Foods that do not meet USDA standards and are not intended for consumption at school may be delivered during the school day, and order forms for such food may be

distributed during the school day, to the extent that these activities otherwise comply with district policies and procedures.

3. Each school building within the district may hold up to five one-day fundraisers per school year on district property during the school day that involve the sale of foods that do not meet USDA standards.

Nutrition Standards for Foods and Beverages Provided to Students during the School Day

All foods and beverages the district provides or makes available to students during the school day will meet or exceed the Smart Snacks nutrition standards. This includes, but is not limited to, foods and beverages provided or made available to students for celebrations, classroom parties and birthdays, regardless of the source of the food. The district will provide parents/guardians and district employees a list of foods and beverages that meet the Smart Snacks nutrition standards and a list of healthy party ideas, including nonfood celebration ideas.

Foods and beverages should not be used as a reward or withheld as punishment.

Water

Students will have access to safe and unflavored drinking water throughout the school day in every district facility used by students. Free, safe and unflavored drinking water will be available to students during mealtimes in the places where meals are served.

Nutrition Education

The district has a comprehensive approach to nutrition education in kindergarten through grade 12. All K–12 instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition will be emphasized. The district's nutrition guidelines set out in this procedure reinforce nutrition education by helping students practice these nutritional themes in a supportive school environment.

Nutrition Promotion

Nutrition promotion that uses evidence-based techniques to encourage healthy nutrition choices and participation in school meal programs positively influences lifelong eating behaviors. Students and staff will receive consistent nutrition messages throughout district facilities. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently by school staff, parents/guardians and the community. The district will promote the importance of good nutrition in its schools and in the community through one or more of the following activities:

1. Offering healthy eating seminars for parents/guardians.
2. Providing nutrition information to parents/guardians via newsletters, handouts, presentations or other appropriate means.
3. Posting nutrition tips on district websites.

4. Offering appropriate, participatory activities, such as cooking lessons or demonstrations, taste testings, farm visits and school gardens.
5. Disseminating information about community programs that offer nutrition assistance to families.
6. Posting links on district websites to research and articles explaining the connections between good nutrition and academic performance.
7. Providing school meals that meet a variety of cultural preferences with a special emphasis on the populations served by the district.
8. Posting menus, including nutrient contents and ingredients, on district and school websites.

If practical, the district will provide information in a language understandable to the parents/guardians.

Marketing and Advertising

Marketing in district facilities will be consistent with the goals of the district's wellness program and comply with Board policy. The district will strive to promote the wellness program and educate parents/guardians regarding the quality of district foods.

Food and beverage marketing will be limited to the promotion of foods and beverages that meet the Smart Snacks nutrition standards. Other examples of marketing and advertising the district will scrutinize include, but are not limited to, pricing strategies that promote healthy food choices; audiovisual programming; educational incentive programs; scoreboards; book covers; district transportation; and vending machine displays.

Physical Activity

Moderate Physical Activity – Low-impact to medium-impact physical exertion designed to increase an individual's heart rate to rise to at least 75 percent of his or her maximum heart rate. Examples of moderate physical activity include, but are not limited to, running, calisthenics or aerobic exercise. Time spent in recess and physical education counts as moderate physical activity.

Recess – A structured play environment outside of regular classroom instructional activities that allows students to engage in safe and active free play.

The district shall provide physical activity and physical education opportunities that provide all students with the knowledge, skills and desire to lead a physically active lifestyle. In order to achieve the physical activity goal, the district will:

1. Offer physical activity opportunities daily at each school.
2. Provide physical activities and physical education that will teach students to achieve and maintain a high level of personal fitness by:

- ▶ Exposing students to a wide variety of physical activities.
 - ▶ Teaching physical skills to help students maintain a lifetime of health and fitness.
 - ▶ Helping students individualize the intensity of their activities and set their own goals.
 - ▶ Focusing student feedback on the process of improving skills and physical fitness.
 - ▶ Being active role models for students.
3. Develop a sequential program of appropriate physical education aligned with Missouri Learning Standards for every student. The program content will:
- ▶ Include movement, personal fitness and personal and social responsibility. Students should be able to demonstrate competency through the application of knowledge, skill and practice.
 - ▶ Meet the needs of all students, especially those who are not physically skilled or who have special needs.
 - ▶ Provide a variety of activity choices, feature cooperative as well as competitive activities, and account for gender and cultural differences in students' interests.

Nutrition and Physical Education Curriculum

Elementary

1. The elementary program will provide for an average of 150 minutes of moderate physical activity each five-day school week or an average of 30 minutes per school day. The program will also provide for 50 minutes per week of physical education under the supervision of a certified physical education instructor.
2. Nutrition is introduced in kindergarten and included each year thereafter.

Middle School

1. The middle school program will provide for 3,000 minutes of physical education per year. Students are exposed to a variety of activities and are encouraged to maintain a lifetime of health and fitness.
2. Health class is required in grade 8. Nutrition is integrated into units on methods for prevention of disease and risk factors, as well as in the unit on consumer health issues such as effects of mass media.
3. Family and consumer sciences is an elective class for students in grades 7 and 8. Nutrition activities including food preparation are offered throughout the semester.

High School

1. To meet graduation requirements, all students are required to complete two semesters of physical education totaling one credit.
2. To meet graduation requirements, all students are required to complete one semester of health totaling .5 credit.
3. Elective classes are available for students to learn principles of nutrition, relationship of eating habits to health and wellness, and the impact of techniques of food preparation on nutrients.
4. Classes that focus on developing optimum physical fitness and conditioning are available.

Other School-Based Activities

The district's goal for other school-based activities is to ensure an integrated whole-school approach to the district's wellness program.

Parent/Family Nutrition Education

Nutrition education for parents/families may be provided in the form of:

- ▶ handouts;
- ▶ postings on the district website;
- ▶ articles and information provided in district or school newsletters;
- ▶ presentations that focus on nutritional value and healthy lifestyles, and
- ▶ other appropriate means available for reaching parents.

Indoor Air Quality

District employees will refrain from using candles, oils, sprays, plug-ins and other sources of fragrance. Pesticides and cleaning products will be used only in accordance with district policies and procedures.

Mealtimes

Students are not permitted to leave school campus during the school day to purchase food or beverages. Mealtimes will comply with the following guidelines:

1. Mealtimes will provide students with at least _____ (recommended: 10) minutes to eat after sitting down for breakfast and _____ (recommended: 20) minutes after sitting down for lunch.
2. Activities such as tutoring or meetings will not be held during mealtimes unless students may eat during such activities.
3. At the elementary level, lunch periods will follow recess periods.
4. Free, safe and unflavored drinking water will be available to students during meals in the meal service area.
5. Students will have access to hand-washing facilities before they eat meals or snacks.
6. The district will take reasonable steps to accommodate the toothbrushing regimens of students.
7. Students will be allowed to converse during meals.
8. The cafeteria will be clean, orderly and inviting.
9. Adequate seating and supervision will be provided during mealtimes.

Oversight and Assessment

Wellness Advisory Committee

The wellness committee will meet a minimum of two times annually. Responsibilities of the committee include, but are not limited to:

- ▶ Completing the required triennial assessment (in consultation with the wellness coordinator).

- ▶ Assessing the existing student wellness policy and procedure to ensure adherence to federal guidelines.

- ▶ Monitoring districtwide compliance of the district wellness policy and procedure, including the extent to which each school is in compliance.

- ▶ Reporting to the Board on compliance and progress. A report will include a baseline of assessed indicators, impact of policy and procedure changes on those indicators, a report of progress, the extent to which each school is in compliance with the district's wellness policy and this procedure, steps for moving to the next priority, work plans for the next year, and recommended policy revisions. The report will be made available to the public on the district's website or by other appropriate means.

Compliance Indicators

The program coordinators will use the Centers for Disease Control and Prevention (CDC) School Health Index as a measure of the overall effectiveness of the local wellness program. In addition, the wellness program coordinators will identify at least one other assessment tool, including those available through the USDA or CDC, that provides measures not covered by the School Health Index. Assessment tools may be locally created.

Policy Review

The wellness program coordinators will provide policy revision recommendations to the Board as part of the periodic report. The recommendations will be based on analysis of the compliance indicators and comparison of the district's policy to model policies provided, recommended or referenced by the USDA. The Board will revise the wellness policy as it deems necessary. Administrative procedures will be revised accordingly.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.