MANAGEMENT SUPPORT
Nutrition, Health, and Physical Fitness

Wellness Policy
The wellness policy must include, but is not limited to:

- Goals for nutrition education, nutrition promotion, and other school-based activities to promote wellness;
- The Smart Snacks in School standards for all foods and beverages sold to students on campus during the school day, including access to water;
- Standards consistent with federal regulations for school meal programs and the Smart Snacks in School standards for other foods available to students (e.g. food brought from home for classroom events/parties and food used as rewards or incentives);
- Policies for marketing only food and beverages that meet the Smart Snacks in School standards;
- Standards for quality physical education and nutrition education programs aligned to state learning standards that help students develop lifelong healthy behaviors;
- Promotion of activities that provide students opportunities to be physically active before, during and after school;
- Engagement of the community in support of the District’s work in creating continuity between school and other settings for students and staff to practice lifelong healthy habits;
- Establishment of a wellness committee that includes representatives from the school and that permits participation from members of the community;
- Designation of one or more school official(s) to ensure compliance of each school; and
- Direct committee review and assessment of the wellness policy every three years.

Wellness Committee
The District will convene a wellness committee to establish goals for the District-level wellness policy and to oversee its development, implementation, periodic review and updating. The membership of the committee will represent all school levels (elementary and secondary schools). The following parties must be permitted to participate as committee members:

- Parents and caregivers;
- Students;
- Representatives of the school nutrition program (e.g. food services director);
- Physical education teachers;
- School health professionals (e.g. health education teachers, nurses, physicians, dentists, health educators, health personnel, school counselors, psychologists, social workers, or psychiatrists);
- School administrators (e.g. superintendent, principal, vice principal);
- School board members;
- Health professionals (e.g. dietitians, doctors, nurses, dentists); and
- Members of the general public.

The wellness committee is responsible for:
• Establishing committee membership and operating protocol;
• Understanding wellness policy compliance requirements;
• Developing an implementation plan for the wellness policy;
• Recordkeeping;
• Annual public notification of the wellness policy;
• Triennial progress assessments;
• Revising the wellness policy; and
• Leading community involvement, outreach and communications initiatives regarding the wellness policy.

Wellness Policy Implementation Plan
The wellness committee will develop and maintain a plan for implementation, management and coordination of the wellness policy. The District will use online tools or other resources to review and consider evidence-based strategies (e.g. Centers for Disease Control and Prevention’s School Health Index) in determining goals for nutrition promotion and education, physical activity and other school-based activities (e.g. school vegetable garden) for each school.

The plan will include:

• Roles, responsibilities, actions and timelines specific to each school;
• The District official designated to oversee the wellness policy; and
• An action plan to implement all required elements of the wellness policy.

Annual Notification
The District will notify families and the public, on an annual basis, of the availability of the wellness policy and provide information that would enable interested households to obtain more details. The District is encouraged to provide as much information as possible about the school nutrition environment.

Triennial Progress Assessments
At least once every three years, the District will evaluate its compliance with the wellness policy. The triennial assessment will consider:

• The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy.
• The extent to which the District’s wellness policy compares to the Alliance for a Healthier Generation’s model wellness policy.
• The extent to which progress has been made in attaining the goals of the District’s wellness policy.

The assessment report will include the position/person responsible for managing the triennial assessment and their contact information.
Updates to the Policy
The wellness committee will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as priorities change and new federal or state guidance or standards are issued.

Community Involvement, Outreach and Communications
The District will actively communicate ways in which members of the wellness committee and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, the availability of child nutrition programs and how to apply for those programs, and District compliance with Smart Snacks in School nutrition standards.

Nutrition and Food Services Program

Meal Applications and Eligibility for School Meals
As a sponsor of the National School Lunch Program and School Breakfast Program, the District will provide free and reduced-price breakfasts and lunches to students who qualify in accordance with the programs. The District will distribute the Letter to Households and Free and Reduced-Price Meal Applications to all households at the beginning of each school year. The District will protect the identity of students eligible for free and reduced-price meals in accordance with USDA guidelines for confidentiality and disclosure of student eligibility for such meals.

Meal Patterns and Menu Planning
The District will follow the USDA meal patterns for the National School Lunch Program, School Breakfast Program, and Smart Snacks in School standards for all food and beverages sold to students on school campus during the school day.

Meal Times
The District will set meal times to allow breakfast to be served as close to the start of the school day as possible and lunch to be served between 10:00 am and 2:00 pm. The length of the meal period will allow enough time for students to be served and eat a complete meal as well as take care of personal hygiene needs.

Food Safety Plan
The District will establish a Food Safety Plan based on Hazard Analysis and Critical Control Points. Because of the potential liability of the District, the food services program will not accept donations of food other than as provided in this policy without board approval. Should the board approve a food donation, the superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school lunch menu.

Meal Pricing
The Board of Directors shall determine paid meal prices annually and for the National School Lunch Program and follow Paid Lunch Equity regulations. Adult meal prices shall be set to
allow teachers, administrators, and parents to demonstrate their support for school meal programs by occasionally eating with students. The price must be the price charged to students paying the full meal price plus the value of federal reimbursement for paid meals and the USDA Food Value.

**USDA Foods**
The District will use the full entitlement of USDA Foods made available under the Federal Food Distribution Program for school meal programs.

**Non-Profit School Food Service Account**
The District will maintain a non-profit school food service account. All revenues shall be used solely for the school meal programs and to improve the quality of the food service program for the students being served. Food sold a la carte and food sold to other school entities will be priced to recover, at a minimum, food costs.

**Meal Charge Policy**
In order to allow students to receive nutritious meals, prevent over-identification of students with insufficient funds to pay for school means, and maintain the financial integrity of the nonprofit school nutrition program, the District will establish a written meal charge process for students eligible for reduced price meals and students that are not eligible for meals. The meal charge policy will be communicated to households each year so that school district employees, families and students have a shared understanding of expectations regarding meal charges.

**Unpaid Meal Charges**
The District’s Meal Charge Policy will also address unpaid meal charges. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

The District will make reasonable, discrete efforts to notify families when meal account balances are low. Families will be notified of outstanding negative balances.

Negative balances not paid prior to end of the semester will be considered delinquent debt and will be turned over to the principal or designee for collection. The District will make reasonable, discrete efforts to collect delinquent (overdue) unpaid meal charges and will coordinate communications with families to resolve the charges. Options may include collection agencies, small claims court or any other collection methods permitted by law and consistent with the Fair Debt Collection Practices Act.

**Children with Special Dietary Needs**
The District will establish procedures to accommodate children with special dietary needs when a diet prescription form is signed by a licensed medical authority. The District food service department will work with the school’s 504 Coordinator to accommodate student special dietary needs.

**Civil Rights**
The District will follow USDA Food and Nutrition Civil Rights and nondiscrimination policies.
Procurement
The District will follow all state and Federal guidelines when procuring food for the Federal School Meal Programs and as part of District procurement procedures, establish a procurement plan and Code of Conduct consistent with the Uniform Grant Guidance; 2 CFR 200. Food specifications shall be written in a manner to procure food products that meet the school meal pattern requirements.

Smart Snacks Standards in School
All foods and beverages sold to students on campus during the school day (e.g. vending machines, DECA school stores, bake sales, and other school fundraisers) must meet USDA Smart Snacks standards. No food or drink items will be sold unless they have been approved by the principal or school official responsible for oversight of the Smart Snacks standards or as designated in the wellness policy.

Best Practices for Meal Service
The Superintendent will make reasonable efforts to ensure that:

- Student participation in the breakfast and lunch programs is encouraged;
- Any student may eat in the school cafeteria or other designated place;
- Schools provide varied and nutritious food choices consistent with the applicable school meal program guidelines;
- Healthy foods are competitively priced;
- Meal prices are conspicuously posted in each cafeteria or designated meal area;
- Seating for meals occurs in a pleasant and safe environment;
- Supervision during mealtime is appropriate and rules for mealtime behavior are consistently enforced;
- Bus schedules allow students to arrive in time for participation in the School Breakfast Program; and
- Alternate breakfast service models are implemented so that students have access to breakfast meals.

On testing days, the District may provide free, nutritious meals to all students, including those who do not qualify for free or reduced priced federal school meal benefits. However, the District must use non-federal funds to cover the cost of providing such meals.

Water
To promote hydration, free, safe, and unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The District will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring with them and carry throughout the day approved water bottles (filled only with water).

Celebrations and Rewards
All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards, including:
• Foods brought for celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
• Classroom snacks brought by parents. The District will provide to parents a list of foods and beverages that meet Smart Snack nutrition standards;
• Rewards and incentives. The District will provide provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward or withheld as punishment for any reason.

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. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Instruction for marketing nutritious foods and healthy lifestyle will, as resources allow, be incorporated into DECA courses.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

• Implementation of at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques.
• Ensuring that 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at http://www.foodplanner.healthiergeneration.org/.

Staff Qualifications and Professional Development
All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA’s Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Family and Community Involvement
In order to promote family and community involvement in supporting and reinforcing nutrition education in schools, the school principal or designee is responsible for ensuring:

• Nutrition education materials and breakfast and lunch menus are made available to parents;
• Parents are encouraged to promote their child’s participation in the school meals program. If their children do not participate in the school meals program, parents should provide their children with healthy snacks/meals;
• Families are invited to attend exhibitions of student nutrition projects or health fairs;
• Nutrition education curriculum includes homework that students can do with their families (e.g. reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.);
• School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition, as appropriate; and
• School staff consider the various cultural preferences in development of nutrition education programs and food options.

**Nutrition Education**

The District’s K-12 nutrition education curriculum will align with the Washington State Health and Physical Education K-12 Learning Standards and will be designed to provide students with the knowledge and skills necessary to promote healthy behavior.

The District’s nutrition education K-12 curriculum should include, but not be limited to, the following concepts:

• Age-appropriate, developmentally-appropriate, and culturally relevant nutritional knowledge, including:
  o the relationship of nutrition and food nutrients to physical performance and body composition;
  o the benefits of healthy eating;
  o essential nutrients;
  o nutritional deficiencies;
  o the principles of healthy weight management;
  o the use and misuse of dietary supplements;
  o safe food preparation, handling, and storage; and
  o appreciation of cultural diversity related to food and eating.

• Age-appropriate nutrition-related skills, including how to:
  o gather and analyze health information;
  o analyze nutrition information to plan and prepare a healthy meal;
  o understand and use food labels,
  o evaluate nutrition information, misinformation, and commercial food and advertising; and
  o assess one’s personal eating habits, set goals for improvement, and achieve those goals.

**Health and Physical Education**

The superintendent will adopt and implement a comprehensive physical education curriculum aligned with the Washington State Health and Physical Education K-12 Learning Standards. The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum. The physical education program will promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits.
Physical Education Requirements and Waiver Policy
The District will grant waivers, exemptions, or substitutions for physical education classes only in cases where it determines such waiver, exemption or substitution is absolutely necessary. All high school students are required to complete a minimum of three semesters (1.5 credits) of physical education. Students may be excused from this fitness requirement under RCW 28A.230.050. Such excused students will be required to demonstrate proficiency/competency in the knowledge portion of the fitness requirement, in accordance with written District policy.

A physical education waiver is defined as release from class (not taking physical education at all), not receiving credit, and/or being held accountable for the knowledge portion of physical education per statute.

Professional Learning
The District will, subject to available resources, offer ongoing in-service and professional learning opportunities for staff in the area of health education, physical education and physical activity. Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing District reform or academic improvement plans/efforts.

Physical Activity in Schools
All schools will participate in a Comprehensive School Physical Activity Program. A Comprehensive School Physical Activity Program (CSPAP) is a multi-component approach by which school districts and schools use all opportunities for students to be physically active, meet the nationally-recommended 60 minutes of physical activity each day, and develop the knowledge, skills, and confidence to be physically active for a lifetime. A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation, physical activity before, during, and after school, staff involvement, and family and community engagement.

Quality Physical Education
Schools will implement a physical education program which includes: instruction and practice in a variety of motor skills and movement patterns; knowledge of concepts, principles, strategies and tactics related to movement and performance; knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness; responsible personal and social behavior that respects self and others; and value of physical activity for health, enjoyment, challenge, self-expression, and social interaction.

Physical Activity during the School Day
The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Schools will encourage teachers to:

- Incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible; and
• Provide short (3-5-minute) physical activity breaks to students during and between classroom times. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Physical Activity Before and After School
The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods (e.g. physical activity clubs, intramurals, sports, etc.).

Recess
Each school will offer physically active daily recess opportunities that align with state and national recess recommendations and maintain safe and age-appropriate equipment to use during recess. Recess monitors or teachers will encourage students to be active. Recess will complement, not substitute for, physical education class.

If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating. Students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Family and Community Engagement
The District will offer opportunities to promote family and community involvement in supporting and reinforcing physical education and physical activity in the schools. Schools should ensure:

• Physical education activity ideas are sent home with students;
• Families are invited to attend and participate in physical education activity programs and health fairs;
• School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for students to participate in physical activity programs.
• Families are actively notified of opportunities and invited to participate in school-sponsored physical activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion
The District will offer, subject to available resources, opportunities that focus on staff wellness issues, and/or identify and disseminate wellness resources in coordination with human resources staff.

Active Transport
The District will identify safe and active routes to and from school to promote alternative transport methods for children, such as walking and bicycling. The District will encourage this behavior by engaging and promoting activities such as:

• Designation of safe or preferred routes to school;
• Promotional activities such as participation in International Walk to School Week, National Walk and Bike to School Weeks;
• Secure storage facilities for bicycles and helmets (e.g. shed, cage, fenced area);
• Instruction on walking/bicycling safety provided to students;
• Promotion of safe routes program to students, staff, and parents via newsletters, websites, local newspaper;
• Use of crossing guards;
• Ensuring crosswalks exist on streets leading to schools; and
• Creation and distribution of maps of the school environment (e.g. sidewalks, crosswalks, roads, pathways, bike racks, etc.).

School District Facilities
Access to school sites will be provided through permitting use of facilities to community youth sports groups consistent with the District’s facilities use policy as well as community college and municipal joint use agreements and partnerships with youth organizations so that additional opportunities are available for all youth in the community.

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