

**Winston County Board of Education  
Child Nutrition Program  
25101 Hwy. 195  
Double Springs, Alabama 35553  
(205)489-5018  
[www.winstonk12.org](http://www.winstonk12.org)**

## Child Nutrition

The mission of the Child Nutrition Program is to serve your student a nutritious lunch in a timely manner and in a safe environment. The cafeteria staff is always accessible and eager to hear from you.

The Child Nutrition Program staff looks forward to serving your students every day. We invite you to eat lunch/breakfast with your student whenever possible.

**Superintendent  
Greg Pendley**

**CNP Director  
Danny Springer**

**CSFO  
Andrew McCay**

**Board Members  
Joey Boteler – President  
Allin Bailey – Vice-President  
Mark Finley  
Lamar Frith  
Randy Lee**

**Revised & Adopted  
January 30, 2018**

## **Code of Ethics for Child Nutrition Program Employees**

**A dependable, reliable child nutrition employee will: maintain high standard of personal conduct, be honest, and fair in all aspects of employment with the Winston County Board of Education. Improve job performance by seeking new knowledge and skills related to work in food service. Cooperate with administrators and associates to achieve a high quality, cost effective child nutrition program for Winston County School students. Uphold policies and procedures of the Winston County Board of Education, State Department of Education and USDA**

## **CHILD NUTRITION PROGRAM**

### **General**

Each school in the School District shall maintain a quality Child Nutrition Program (CNP) as a service to students. All meals served shall meet the standards as provided in federal, state, and local laws and/or rules and regulations. The Child Nutrition Program (CNP) shall provide food service for breakfast and lunch in all Winston County Schools.

The CNP supervisor, the CNP manager, and the local school principal shall always seek to provide students with a nutritious and well-balanced meal at a nominal charge. The school CNP shall be operated in an economically sound manner but shall not seek to make a profit at students' expense.

The local school principal shall be directly responsible for the operation of the lunchroom located at his/her school.

### **Free and Reduced Priced Lunches**

Free and/or reduced-priced lunches shall be available to qualified students. It shall be the responsibility and duty of local school principals to provide information concerning free and reduced-priced meals to all students in their schools. A paper copy of the free and/or reduced lunch application may be obtained from your local school. The link to an online free and/or reduced lunch applications are located at [www.winstonk12.org](http://www.winstonk12.org) help is available at your local school online applications.

**Student Lunch Periods**-All students in the respective schools shall have a reasonable and uniform lunch/breakfast period.

**Online payment** – Paypams link is located at [www.winstonk12.org](http://www.winstonk12.org) or [www.paypams.com](http://www.paypams.com)  
**Create an account and view student lunch account and deposit money.**

### **Charging of Meals**

Students will be allowed to charge ONLY REIMBURSABLE MEALS. Debit floor dollar amounts will be pre-determined by CNP Director each school year. Students should be encouraged to pay their charge the next school day. If after no more than five school days a student has not paid for a charge, the CNP manager shall report to the school principal or his/her designee that a student is delinquent in paying for a charged meal. The principal or designee shall talk to the student about the charge. If after the following day the charge is not paid, the principal or designee shall make the parents aware of the meal charge. At the end of each grading period all charges shall be paid either by the student or nonpublic funds made available from the school office who may try to recover this expense. When a student has charged the maximum allowed, the student should look to other sources for funds or each school may develop a plan for additional charges using nonpublic funds.

Under no circumstance shall a K-3 student be denied a meal due to no funds. K-3 parents should be made aware of the Free/Reduced price meal guidelines if charging meals becomes a problem. Grades 4-12 may be offered an alternate minimal meal if a problem develops due to charges. This meal may consist of a peanut butter/jelly sandwich, milk and fruit.

Employees of the Winston County Board of Education shall charge a maximum of one breakfast and one lunch.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: Jun. 24, 1986; REVISED: July 7, 1998, Feb. 23. 2006  
LEGAL REF: State Department Memo, 12/8/05

### **CHECKS RETURNED FOR INSUFFICIENT FUNDS (NSF)**

Worthless checks are returned from the bank to the CFO, who sends a copy of the check and letter from the bank to the CNP Manager. The CNP manager will contact the endorser informing them that they have a check returned for insufficient funds and they must replace the returned check with cash, money order or certified check. If endorser does not replace the check, non-public local funds shall be deposited into the Child Nutrition Program fund to cover uncollected bad checks.

## **BONDED EMPLOYEES**

In accordance with The Code of Alabama, the Superintendent of Schools and the Chief School Financial Officer must give bond in an amount fixed by the State Superintendent of Education in a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be placed on file with the state Department of Education and with the Probate Judge of the County.

The Board delegates to the Superintendent of Schools the responsibility to secure surety bonds, in an amount of agreed upon by the Superintendent of Schools and the Board, for all employees of the School District who may be charged with the custody and /responsibility for handling public school funds. Currently local schools principals, local school assistant principals, local school secretaries/bookkeepers, local school secretary/receptionists, local school lunchroom managers and Central Office secretaries/bookkeepers shall be bonded for not less than \$100,000. The Superintendent of Schools shall be bonded for not less than \$100,000., and the Chief School Financial Officer for not less than \$100,000.

The School District, by law, is authorized to expend public school funds to pay necessary premiums for said surety bonds.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: September 26, 1986; REVISED: Oct. 19, 2006, Dec. 19, 2006  
LEGAL REF: The Code of Alabama 16-8-33, 16-9-3, 16-13-8 to 9, 16-1338; 16-13a,  
Eligibility Guidance for School Meal Programs, SDE Publication;  
Alabama State Department of Education, Division of Federal  
Administrative Service Spring, 1985 Publication.

**CIVIL RIGHTS – The Winston County Child Nutrition Program abides by the USDA Civil Rights Policy. A copy is located at the end of this handbook.**

## OFFER VS SERVE- All Winston County Schools participate in offer vs serve.

United States  
Department of  
Agriculture



Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

DATE: July 21, 2015

MEMO CODE: SP 41-2015

SUBJECT: Updated Offer versus Serve Guidance for the National School Lunch Program and School Breakfast Program Effective Beginning School Year 2015-2016

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

Offer versus Serve (OVS) is a provision in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) that allows students to decline some of the food offered. The goals of OVS are to reduce food waste in the school meals programs while permitting students to decline foods they do not intend to eat.

Attached is the updated guidance manual for operators using OVS, which is optional at all grade levels for breakfast and required at the senior high school level only for lunch.

This guidance is intended to clarify the requirements of OVS, specifically related to what students must take in order to have a reimbursable meal.

An amendment to this guidance has been made under the milk option section to make it clear that while water must be available to students during meal service, operators may not offer water as an alternative to milk, as water is not considered part of the reimbursable meal. Other modifications are minor, primarily removing dates related to provision phase-in.

### ***OVS at Lunch***

At lunch, schools must offer students all five required food components in at least the minimum required amounts. The components at lunch are: meats/meat alternates; grains; fruit; vegetables; and fluid milk. Under OVS, a student must take at least three components in the required serving sizes. One selection must be at least ½ cup from either the fruit or vegetable component.

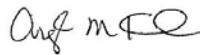
Regional Directors  
State Directors  
Page 2

***OVS at Breakfast***

At breakfast, schools must offer students all three required food components in at least the minimum required amounts. The components at breakfast are: grains (with optional meats/meat alternates allowed); juice/fruit/vegetable; and milk. Under OVS, a student must be offered at least four food items and must select at least three food items, one of which must be ½ cup of fruit or vegetables for OVS.

For specific questions related to the lunch or breakfast meal pattern requirements, please refer to Food and Nutrition Service (FNS) memorandum SP 10-2012v.8, Q&As on the Final Rule - Nutrition Standards in the National School Lunch and School Breakfast Programs <http://www.fns.usda.gov/sites/default/files/SP10-2012v8os.pdf>.

We appreciate all you do for the School Meal Programs and look forward to continuing to work with you to improve the nutrition of America's children. State agencies are reminded to distribute this memo and attachment to program operators immediately. SFAs should contact their State agency for additional information. State agencies may direct any questions concerning this guidance to the appropriate Food and Nutrition Service Regional Office.



Angela M. Kline  
Director  
Policy & Program Development Division  
Child Nutrition Programs

Attachment

## **PROCUREMENT PROCEDURES**

Purchases will be made in accordance with an approved purchase order system that will include such requirements and procedures as may be established in the Board Finance Manual.

Procurement of Property and Services – The Board will follow state laws for the procurement of property and services. The primary state procurement laws for Alabama school boards are:

*Alabama Competitive Bid Laws (Chapter 13B of Title 16, Code of Alabama 1975)*  
*Joint Information Technology Purchasing Agreement (Chapter 13B of Title 16 Code of Alabama 1975); and,*  
*Public Works Law (Title 39, Code of Alabama 195).*

Micro-purchase Local <\$3000 – no quote  
State <\$3500 – phone quotes put in writing for verification.

Small Purchase Local \$3000 to \$7500 – Phone quotes  
State \$3500 to \$15,000 – written quotes  
Federal <150,000 – written

Local \$7500 up to \$15,000 – written quotes

Sealed Bids

Local – \$15,000

State > \$15,000

Federal > \$150,000

## **LUNCHROOM WORKERS – FUNDRAISER – 10/13/2017**

Lunchroom workers that work fundraisers for an outside organization (not a school function) maybe paid directly by the outside organization. (The pay does not have to go through the board of education.

Lunchroom workers that work fundraisers for a school organization or function – the organization will pay the board and the board will pay the lunchroom workers.

If either of the above organization uses the kitchen, a lunchroom worker must be present, (the lunchroom worker chosen to work will be chosen by the lunchroom manager). A lunchroom worker is not needed if the organization is only using the dining room. The organization having the fundraiser will be responsible for cleaning/sweeping of the dining room and carrying out of trash.

Danny Springer – Andrew McCay

## HELPFUL LINKS:

### **Healthy Hunger Free Kids Act of 2010**

<https://www.fns.usda.gov/school-meals/healthy-hunger-free-kids-act>

### **And Justice for All-Non-discrimination statement**

<https://www.fns.usda.gov/cr/and-justice-all-posters>

### **Online application for free/reduced lunches**

[www.paypams.com/onlineappl.aspx](http://www.paypams.com/onlineappl.aspx)

### **Foreign Language Application**

<https://www.fns.usda.gov/school-meals/translated-applications>

### **Smart Snack Guidelines**

<https://www.alsde.edu/sites/memos/Memoranda/FY15-3041.pdf>

### **Smart Snack Calculator:**

[https://www.healthiergeneration.org/take\\_action/schools/snacks\\_and\\_beverages/smart\\_snacks/alliance\\_product\\_calculator/](https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/)

## **School Breakfast Program**

The Winston County Board of Education participates in the School Breakfast Program making it possible for all students in the system to receive a nutritious breakfast every school day. First established by Congress as a pilot program in 1966, the School Breakfast Program became a permanent entitlement program in 1975 and has continued to expand year after year.

### **Why the School Breakfast Program is Important**

*Many children would not otherwise eat a nutritious breakfast every morning.*

Often time families are on a very tight budget and cannot afford to provide a good breakfast home every day. Regardless of income, families today live busy lives that can make it difficult to sit down long enough in the morning to eat a nutritious breakfast. Other children may have long commutes to school or long periods between breakfast at home and school lunch, leaving them hungry at the start of the school day.

*Eating breakfast at school supports health and learning for low-income children.*

Studies conclude that students who eat school breakfast increase their math and reading scores as well as improve their speed and memory in cognitive tests. Research also shows that children who eat breakfast at school closer to class and test-taking time perform better on standardized tests than those who skip breakfast or eat breakfast at home.

Compared to children who do not eat breakfast or eat breakfast at home, children who eat school breakfast: are less likely to be overweight, have improved nutrition, eat more fruits, drink more milk, consume a wider variety of foods.



*Offering breakfast free to all students improves the learning environment for all students. Schools that offer breakfast free to all students in the classroom report decreases in discipline, psychological problems, visits to school nurses and tardiness; increases in student attentiveness and attendance; and generally improved learning environments.*

### **SUMMER FOOD SERVICE PROGRAM** – SFSP

Winston County School participate in the Summer Food Service Program, which provides meals free of charge to student (18 years of age and younger) during the summer months when school is not in session. Times and locations are posted to the school and district websites and the local newspapers.

### **NATIONAL SCHOOL LUNCH PROGRAM** – NSLP

The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balance, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

**FORMS** – Field Trip and Diet Prescription/Allergy - location [www.winstonk12.org](http://www.winstonk12.org)

**OUTSIDE FOOD SOURCES** – Maybe be brought by a parent/guardian to their own students ONLY or students are permitted to bring food from home. Food brought into school lunchroom must be contained in a non-logo container.

**REFUNDS FROM LUNCH ACCOUNTS** – see your school lunchroom manager for balance and request withdrawal forms. Request forms will be submitted to Central Office. Checks are written on the 10<sup>th</sup>, 20<sup>th</sup>, and 30<sup>th</sup> of each month.

**DISPOSAL OF SOLID WASTE FROM SCHOOL CAFETERIAS** – The Board shall prohibit the disbursement of food refuse. Spoiled food shall be contaminated with bleach and put in proper trash receptacles to prevent improper disbursement of food refuse.

**FOOD SAFETY** – For purpose of this policy, each school within Winston County School System will implement and maintain a food safety program based on the Hazard Analysis Critical Control Point (HACCP) guidelines as required by USDA. The Winston County Board of Education recognizes that the food safety programs in the schools participating the National School Lunch and/or Breakfast Program will conform to the Healthy Hunger Free Kids Act of 2010 of the Richard B Russell Nation School Lunch Act. The Board of Education will maintain a food safety program in each school following HACCP guidelines for the preparation and service of school meals served to children. Each lunchroom maintains a HACCP manual with Standard Operating Procedures (SOP).

**HEALTH INSPECTIONS** – Winston County School are permitted by the Alabama Department of Public Department and is inspected at least twice in a school year.

**Professional Standards for All School Nutrition Program Employees Summary of the Final Rule Effective July 1, 2015**

USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

The standards, another key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), aim to institute minimum education standards for new State and local school nutrition directors as well as annual training standards for all school nutrition professionals. These new standards will ensure school nutrition personnel have the knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals. This final rule will:

- Create minimum hiring standards for new school food authority (SFA) directors based on a school district's size;
- Establish minimum hiring standards for new State directors of school nutrition programs and State directors of distributing agencies; and
- Require minimum annual training for all new and current school nutrition professionals.

A comprehensive Professional Standards Web site provides a database of training options. School nutrition staff can search for training that meets their learning needs in one easy-to-use location: <http://professionalstandards.nal.usda.gov/>

**All Directors**

**For School Year 2015-2016 ONLY: at least 8 hours of annual continuing education/training.**  
Beginning school year 2016-2017: at least **12** hours of annual continuing education/training. This required continuing education/training is in addition to the food safety training required in the

first year of employment.

**All Managers**

**For School Year 2015-2016 ONLY: at least 6 hours of annual continuing education/training.**  
Beginning school year 2016-2017: at least **10** hours of annual continuing education/training.

**All Other Staff**

**For School Year 2015-2016 ONLY: at least 4 hours of annual continuing education/training.**  
Beginning school year 2016-2017: at least **6** hours of annual continuing education/training.

**Part-Time Staff**

Each year, at least **4** hours of annual continuing education/training, regardless of the number of part-time hours worked.

**WINSTON COUNTY SCHOOLS – YEARLY CHILD NUTRITION WORKER  
NONPROFESSIONAL PERFORMANCE EVALUATION**

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_ YEARS IN POSITION \_\_\_\_\_

TENURED: YES \_\_\_\_\_ NO \_\_\_\_\_

SERVSAFE CERTIFIED: YES \_\_\_\_\_ NO \_\_\_\_\_

\*\*\*RATING CODE: 1. EXCELLENT, 2. ABOVE AVERAGE, 3. AVERAGE, 4. BELOW AVERAGE 5. POOR

ALL ITEMS WITH A 4 OR 5 RATING MUST BE ACCOMPANIED WITH SPECIFIC SUGGESTIONS FOR IMPROVEMENT.

	1	2	3	4	5
1. APPEARANCE	—	—	—	—	—
2. ATTENDANCE AND PROMPTNESS	—	—	—	—	—
3. ATTITUDE	—	—	—	—	—
4. USES TIME EFFICIENTLY	—	—	—	—	—
5. MAINTAIN CONFIDENTIALITY OF INFORMATION	—	—	—	—	—
6. RELATIONSHIP WITH OTHERS (gets along well)					
A. ADMINISTRATION/SUPERVISOR	—	—	—	—	—
B. TEACHERS	—	—	—	—	—
C. CO-WORKERS	—	—	—	—	—
D. STUDENTS	—	—	—	—	—
E. PUBLIC	—	—	—	—	—
7. EXERCISES GOOD JUDGEMENT	—	—	—	—	—
8. MAINTAIN PROPER CARE OF EQUIPMENT	—	—	—	—	—
9. COMMUNICATES EFFECTIVELY	—	—	—	—	—
10. FOLLOWS BOARD POLICY & ADMINISTRATIVE DIRECTION	—	—	—	—	—
11. ACCEPTS CONSTRUCTIVE CRITICISM	—	—	—	—	—
12. JOB PERFORMANCES:					
A. OPERATES KITCHEN EQUIPMENT	—	—	—	—	—

B. PREPARES GOOD QUALITY FOOD IN LARGE QUANTITY	—	—	—	—	—
C. ORGANIZES WORK WELL	—	—	—	—	—
D. WORKS WELL WITH GROUPS TO FINISH A DAYS TASK	—	—	—	—	—
13. JOB PERFORMANCE:					
A. WORKS INDEPENDENTLY WITH LITTLE SUPERVISION	—	—	—	—	—
B. KEEPS WORK AREA CLEAN AND WELL ORGANIZED	—	—	—	—	—
C. DRESSES APPROPRIATELY, NO SHORTS, CLEAN, NON REVEALING CLOTHING, FREE OF HOLES, HAIR SHOULD BE WELL SPRAYED, LONG HAIR UP, NO OPEN TOED SHOES, WEAR SKID RESISTANT SOLES, PLAIN WEDDING BAND, EARRINGS WITH A DROP OF NO MORE THAN AN INCH. NO FAKE OR POLISHED NAILS, NAILS SHOULD NOT BE LONGER THAN THE TIPS OF FINGERS	—	—	—	—	—
D. USES CORRECT SAFETY AND LIFTING PROCEDURES	—	—	—	—	—
E. ADAPTS TO CHANGING SITUATIONS	—	—	—	—	—
F. SHOWS INTEREST AND PRIDE IN WORK PERFORMED	—	—	—	—	—
G. FOLLOWS RECOMMENDED SANITATION PRACTICES	—	—	—	—	—
H. FOLLOWS INSTRUCTION CAREFULLY	—	—	—	—	—
I. MAINTAINS HIGH STANDARD OF FOOD PREPARATION	—	—	—	—	—
J. FOLLOWS INSTRUCTION CAREFULLY	—	—	—	—	—
K. DISPLAYS INITIATIVE AND CREATIVITY	—	—	—	—	—

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SIGNATURE BELOW INDICATES A CONFERENCE BETWEEN EMPLOYEE AND EVALUATOR WAS HELD. THE EMPLOYEE'S SIGNATURE ON FORM INDICATES THE EMPLOYEE HAS REVIEWED THE FORM DURING THE CONFERENCE WITH THE EVALUATOR AND HAS SEEN ALL COMMENTS ON FORM. THE EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY INDICATE AGREEMENT WITH THE EVALUATION.

\_\_\_\_\_  
 SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
 SIGNATURE OF EVALUATOR

# Winston County Wellness Policy

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# Winston County Wellness Policy

## Preamble

**Winston County Schools**, (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks.<sup>1,2,3,4,5,6,7</sup> Conversely, less-than-adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students.<sup>8,9,10</sup> In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities – do better academically.<sup>11,12,13,14</sup>

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives. This policy applies to all students, staff, and schools in the District. The District will coordinate the wellness policy with other aspects of school management, including the District's School Improvement Plan, when appropriate. NOTE: Will also include any relevant data or statistics from state or local sources supporting the need for establishing and achieving the goals in this policy.]

## **I. School Wellness Committee**

### ***Committee Role and Membership***

The District will convene a representative district wellness committee (hereto referred to as the DWC or work within an existing school health committee) that meets at least once per semester to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this district-level wellness policy (heretofore referred as "wellness policy").

The DWC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (ex., school nutrition director); physical education teachers; health education teachers; school health professionals (ex., health education teachers, school health services staff [i.e., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], and mental health and social services staff [i.e., school counselors, psychologists, social workers, or psychiatrists]; school administrators (ex., superintendent, principal, vice principal), school board members; health professionals (ex., dietitians, doctors, nurses, dentists); and the general public. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community. *Each school within the District will establish an ongoing School Wellness Committee (SWC) that convenes to review school-level issues, in coordination with the DWC.*

**Leadership**

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Name	Title	Email address	Role
Laura Twilley	System RN	ltwilley@winstonk12.org	
Juli Veal	Counselor / P.E.	jveal@winstonk12.org	
Malea Ergle	Family and Consumer Science- Addison and Meek	mergle@winstonk12.org	
Lisa Lovett	Family and Consumer Science- DSMS– WCHS- Lynn	llovett@winstonk12.org	

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy. Refer to Appendix A for a list of school level wellness policy coordinators.

**II. Wellness Policy Implementation, Monitoring, Accountability, and Community**

**Engagement**

***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines specific to each school, and includes information about who will be responsible to make what change, by how much, where, and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness. It is recommended that the school use the [Healthy Schools Program online tools](#) to complete a school level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation, and generate an annual progress report.

This wellness policy and the progress reports can be found at: [www.winstonk12.org](http://www.winstonk12.org)

### ***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy at CNP Directors office located in the Central Office Building and/or on [www.winstonk12.org](http://www.winstonk12.org). Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including (1) Efforts to actively solicit DWC membership from the required stakeholder groups; and (2) These groups' participation in the development, implementation, and periodic review and update of the wellness policy;
- Documentation of annual policy progress reports for each school under its jurisdiction; and
- Documentation of the triennial assessment\* of the policy for each school under its jurisdiction;
- Documentation demonstrating compliance with public notification requirements, including: (1) Methods by which the wellness policy, annual progress reports, and triennial assessments are made available to the public; and (2) Efforts to actively notify families about the availability of wellness policy.

### ***Annual Progress Reports***

The District will compile and publish an annual report to share basic information about the wellness policy and report on the progress of the schools within the district in meeting wellness goals. This annual report will be published around the same time each year September, and will include information from each school within the District. This report will include, but is not limited to:

- The website address for the wellness policy and/or how the public can receive/access a copy of the wellness policy;
- A description of each school's progress in meeting the wellness policy goals;
- A summary of each school's events or activities related to wellness policy implementation;
- The name, position title, and contact information of the designated District policy leader(s) identified in Section I; and
- Information on how individuals and the public can get involved with the DWC or SWC.

The annual report will be available in English. The District and individual schools will actively notify households/families of the availability of the annual report.

The DWC, in collaboration with the individual schools/SWCs will establish and monitor goals and objectives for the District's schools, specific and appropriate for each instructional unit (elementary or secondary OR elementary, middle, and high school, as appropriate), for each of the content-specific components listed in Sections III-V of this policy.

### ***Triennial Progress Assessments***

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- 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; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is CNP Director, Winston County Schools, 205-489-5018.



The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The local schools will actively notify households/families of the availability of the triennial progress report.

### ***Revisions and Updating the Policy***

The DWC will update or modify the wellness policy based on the results of the annual progress reports and triennial assessments, and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

### ***Community Involvement, Outreach, and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating other important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

## **III. Nutrition**

### ***School Meals***

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and *Summer Food Service Program (SFSP)*. *The District also operates additional nutrition-related programs and activities including Farm to School program, Grab 'n' Go Breakfast.* All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet [USDA nutrition standards](#).)
- Promote healthy food and beverage choices using at least ten of the following [Smarter Lunchroom techniques](#):
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans)
  - Sliced or cut fruit is available daily
  - Daily fruit options are displayed in a location in the line of sight and reach of students
  - All available vegetable options have been given creative or descriptive names
  - Daily vegetable options are bundled into all grab and go meals available to students
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal
  - White milk is placed in front of other beverages in all coolers
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.)
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor, and promotional ideas
  - Student artwork is displayed in the service and/or dining areas
  - Daily announcements are used to promote and market menu options
- *Menus will be posted on the District website or individual school websites.*
- *Menus will be created certified nutrition professional.*
- *School meals are administered by a team of child nutrition professionals.*

*With written orders from a doctor, the District child nutrition program will accommodate students with special dietary needs.*

*Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch counting from the time they have received their meal and are seated (meets HSP Gold level). Students are served lunch at a reasonable and appropriate time of day.*

- *Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.*
- *The District will implement at least four of the following five Farm to School activities (meets HSP Gold level; mark/circle the four activities the District plans to do):*
  - *Local and/or regional products are incorporated into the school meal program;*
  - *Messages about agriculture and nutrition are reinforced throughout the learning environment;*
  - *School hosts a school garden;*

- *School hosts field trips to local farms; and*
- *School utilizes promotions or special events, such as tastings, that highlight the local/ regional products.]*

### ***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.

### ***Water***

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

- *Water cups/jugs will be available in the cafeteria if a drinking fountain is not present.*
- *All water sources and containers will be maintained on a regular basis to ensure good hygiene standards. Such sources and containers may include drinking fountains, water jugs, hydration stations, water jets, and other methods for delivering drinking water.*

### ***Competitive Foods and Beverages***

The District is committed to ensuring that all foods and beverages available to students on the school campus\* during the school day\* support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks).

*[NOTE: In some cases, states have passed more stringent nutrition standards for competitive foods and beverages in addition to the USDA Smart Snacks in School nutrition standards. In these states, districts and schools must also comply with their state standards.]*

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day\* will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

### ***Celebrations and Rewards***

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards [or, if the state policy is stronger, “will meet or exceed state nutrition standards including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
2. Classroom snacks brought by parents. The District will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards; and
3. Rewards and incentives. The District will 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, such as for performance or behavior.

*[Meets HSP Silver]*

### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus\* during the school day\*. The District will make available to parents and teachers a list of healthy fundraising ideas [*examples from the [Alliance for a Healthier Generation](#) and the [USDA](#)*].

*[Given the pervasiveness of food fundraisers in many schools and the wide availability of profitable, healthy fundraising options, additional policy language is encouraged:*

- *Schools will use only non-food fundraisers, and encourage those promoting physical activity (such as walk-a-thons, jump rope for heart, fun runs, etc.).*
- *Fundraising during and outside school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards. This may include but is not limited to, donation nights at restaurants, cookie dough, candy and pizza sales, market days, etc. (Meets HSP Gold)]*

### ***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. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

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 at least:

- Implementing evidence-based healthy food promotion techniques through the school meal programs using [Smarter Lunchroom techniques](#); and
- Promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards. Additional possible promotion techniques that the District and individual schools may use are available at [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks).

### ***Nutrition Education***

The District aims to teach, model, encourage, and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
- Teach media literacy with an emphasis on food and beverage marketing; and
- Include nutrition education training for teachers and other staff.

*[Optional additional policy language includes:*

- *In elementary schools, nutrition education will be offered at each grade level as part of a sequential, comprehensive, standards-based health education curriculum that meets state and national standards (meets HSP Silver/Gold level).*
- *All health education teachers will provide opportunities for students to practice or rehearse the skills taught through the health education curricula (meets HSP Silver/Gold level).]*

### ***Essential Healthy Eating Topics in Health Education***

The District will include in the health education curriculum the following essential topics on healthy eating:

- The relationship between healthy eating and personal health and disease prevention
- Food guidance from [MyPlate](#)
- Reading and using USDA's food labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables, and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers, and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

[USDA's Team Nutrition](#) provides free nutrition education and promotion materials, including standards-based nutrition education curricula and lesson plans, posters, interactive games, menu graphics, and more.

### ***Food and Beverage Marketing in Schools***

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health, and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and 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 or, if stronger, "state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food advertising and marketing is defined<sup>15</sup> as an oral, written, or graphic statements 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:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name, or trademark on school equipment, such as marquees, message boards, scoreboards, or backboards (Note: immediate replacement of these items are not required; however, districts will consider replacing or updating scoreboards or other durable equipment over time so that decisions about the replacement include compliance with the marketing policy.)
- 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, pupil assignment books, or school supplies displayed, distributed, offered, or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests, or coupons of a product, or free samples displaying advertising of a product.
- 

## **IV. Physical Activity**

Children and adolescents should participate in 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive, school-based physical activity program

(CSPAP) that includes these components: physical education, recess, classroom-based physical activity, walk and bicycle to school, and out-of-school time activities and the district is committed to providing these opportunities. Schools will ensure that these varied opportunities are in addition to, and not as a substitute for, physical education (addressed in “Physical Education” subsection). All schools in the district will be encouraged to participate in *Let’s Move!* Active Schools ([www.letsmoveschools.org](http://www.letsmoveschools.org)) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **will not be withheld** as punishment for any reason, “This does not include participation on sports teams that have specific academic requirements. The district will provide teachers and other school staff with a [list of ideas](#) for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

*[Optional additional policy language:*

- *Through a formal joint or shared use agreements indoor and outdoor physical activity facilities will be open to students, their families, and the community outside of school hours (meets HSP Gold). [Change Lab Solutions](#) provides guidance regarding joint or shared use agreements.*
- *The District will work with schools to ensure that inventories of physical activity supplies are known and, when necessary, will work with community partners to ensure sufficient quantities of equipment are available to encourage activity for as many students as possible.]*

### **Physical Education**

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection).

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District **elementary students** in each grade will receive physical education for at least 60-89 minutes per week throughout the school year. *[NOTE: Additional optional policy language substitutions include: All [District] elementary students in each grade will receive physical education for at least 90-149 minutes per week throughout the school year (Meets HSP Silver level). OR All [District] elementary students in each grade will receive physical education for at least 150 minutes per week throughout the school year (meets HSP Gold level).]*

All [District] **secondary students** (middle and high school) are required to take the equivalent of one academic year of physical education.

*[NOTE: For additional rigor, optional language substitutions include: All [District] secondary students (middle and high school) are required to take more than one academic year of physical education (meets HSP Silver level). OR All [District] secondary students (middle and high school) are required to take physical education throughout all secondary school years (meets HSP Gold level).]*

The District physical education program will promote student physical fitness through individualized fitness and activity assessments (via the [Presidential Youth Fitness Program](#) or other appropriate assessment tool) and will use criterion-based reporting for each student.

- *Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions (meets HSP Silver level).*
- *All physical education teachers in [District] will be required to participate in at least once a year professional development in education (meets HSP Silver level).*
- *All physical education classes in [District] are taught by licensed teachers who are certified or endorsed to teach physical education (meets HSP Gold level).*
- *Waivers, exemptions, or substitutions for physical education classes are not granted.*

#### ***Essential Physical Activity Topics in Health Education***

The District will include in the health education curriculum the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise, and fitness
- Phases of an exercise session, that is, warm up, workout, and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia, and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time, and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers, and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity

#### ***Recess (Elementary)***

All elementary schools will offer at least **20 minutes of recess** on all or most days during the school year. 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 and 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.



**Outdoor recess** will be offered when weather is feasible for outdoor play. In the event that the school or district must conduct **indoor recess**, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

### ***Physical Activity Breaks (Elementary and Secondary)***

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. Thus, students will be offered **periodic opportunities** to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for physical activity breaks. Resources and ideas are available through [USDA](#) and the [Alliance for a Healthier Generation](#).

### ***Active Academics***

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies, and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

### ***Before and After School Activities***

The District offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active before and after school by: participating in clubs, varsity sports, band, etc.

### ***Active Transport***

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by engaging in *six or more* of the activities below; including but not limited to:

- 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 Week
- 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
- Crossing guards are used
- Crosswalks exist on streets leading to schools

- Walking school buses are used
- Documentation of number of children walking and or biking to and from school
- Creation and distribution of maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

## **V. Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state, or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC/SWC.

All school-sponsored events will adhere to the wellness policy. All school-sponsored wellness events will include physical activity opportunities.

### ***Community Partnerships***

The District will build relationships with community partners (i.e. hospitals, universities/colleges, local businesses, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

### ***Community Health Promotion and Engagement***

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (such as email or displaying notices on the district's website), as well as non-electronic mechanisms, (such as newsletters, presentations to parents, or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

### ***Staff Wellness and Health Promotion***

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources, and performs other functions that support staff wellness in coordination with human resources staff. The subcommittee leader's name is Nikki Shipman, human resources. Members of the subcommittees are school secretaries.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Examples of strategies schools will use, as well as specific actions staff members can take, include health assessments, nutrition education and encourage joining physical activity clubs. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

***Professional Learning***

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). 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.

***Glossary:***

**Extended School Day** - time during before and afterschool activities that includes clubs, intramural sports, band and choir practice, drama rehearsals, etc.

**School Campus** - areas that are owned or leased by the school and used at any time for school-related activities such as the school building or on the school campus, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields, and stadiums (e.g. on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day** - midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

**Appendix A: School Level Contacts**

<b>School</b>	<b>Name</b>	<b>Title</b>	<b>Email Address</b>	<b>Role</b>
Addison and Meek	Malea Ergle	Family and Consumer Science	mergle@winstonk12.org	
WCHS-Lynn	Lisa Lovett	Family and Consumer Science	llovett@winstonk12.org	
Double Springs Elementary	Juli Veal	Counselor-P.E.	jveal@winstonk12.org	
DSMS	Becky Cobb	P.E. Coach	bcobb@winstonk12.org	

<sup>1</sup> Bradley, B, Green, AC. Do Health and Education Agencies in the United States Share Responsibility for Academic Achievement and Health? A Review of 25 years of Evidence About the Relationship of Adolescents’ Academic Achievement and Health Behaviors, *Journal of Adolescent Health*. 2013; 52(5):523–532.

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- <sup>1</sup> Pollitt E, Mathews R. Breakfast and cognition: an integrative summary. *American Journal of Clinical Nutrition*. 1998; 67(4), 804S–813S.
- <sup>1</sup> Rampersaud GC, Pereira MA, Girard BL, Adams J, Metzler JD. Breakfast habits, nutritional status, body weight, and academic performance in children and adolescents. *Journal of the American Dietetic Association*. 2005;105(5):743–760, quiz 761–762.
- <sup>1</sup> Taras, H. Nutrition and student performance at school. *Journal of School Health*. 2005;75(6):199–213.
- <sup>1</sup> MacLellan D, Taylor J, Wood K. Food intake and academic performance among adolescents. *Canadian Journal of Dietetic Practice and Research*. 2008;69(3):141–144.
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- <sup>1</sup> Singh A, Uijtendewilligne L, Twisk J, van Mechelen W, Chinapaw M. *Physical activity and performance at school: A systematic review of the literature including a methodological quality assessment*. *Arch Pediatr Adolesc Med*, 2012; 166(1):49-55.
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- <sup>15</sup> Change Lab Solutions. (2014). *District Policy Restricting the Advertising of Food and Beverages Not Permitted to be Sold on School Grounds*. Retrieved from <http://changelabsolutions.org/publications/district-policy-school-food-ads>

## **Alabama**

### **Implementation of USDA Smart Snacks in School and Fundraising Activities**

#### **Nutrition Implementation Guidelines**

#### **School Settings (Cafeteria and Vending Machines)**

Beginning SY 2015-2016, schools shall provide a consistent environment that is conducive to healthful eating behaviors during school hours. The school campus shall reflect healthy nutrition environments. Schools must not establish policies, class schedules, bus schedules or other barriers that directly or indirectly restrict access to and compete with meal schedule. After being seated with their meal, students must have a minimum of 15-20 minutes to consume their meal.

Healthy and appealing foods shall be available through cafeteria meals and a la carte items. Foods served and/or sold through the cafeteria shall adhere to the Smart Snacks in School standards established by USDA and the Healthy Hunger-Free Kids Act of 2010. Portion sizes, calories, sodium, fat, and sugar limits must comply with the requirements as described by the USDA Smart Snacks in School standards.

Schools must review the items offered as a la carte sales and evaluate the nutritional contribution of each item. Single items and additional portions of foods that constitute the reimbursable meal may be sold as a la carte so long as these items are also in compliance with the USDA Smart Snacks in School standards. Foods sold as the “entrée” of any single meal are exempt from the USDA Smart Snacks in School standards, and may be sold a la carte on the day of, and the day after, the item is on the menu. Except in the case of entrees, as outlined above, all foods sold a la carte during the school day must meet the USDA Smart Snacks in School standards as outlined below. Food

items that do not meet these standards should be eliminated from a la carte sales, or be sold in reduced portion sizes in order to comply with the USDA requirements.

Schools should focus on improving food quality in the school meal programs by offering whole grain-rich breakfast and lunch items, having one percent or less fat milk as the standard beverage, and increasing fruit and vegetables preferably using freshly grown, Alabama produce. Preparation of foods in the cafeteria must use cooking techniques to reduce fat, sugar, and sodium in school meals. School districts must not prepare foods by deep or pan frying and should reduce the number of pre-prepared (i.e. processed) food items that are planned and served each week. Food flash-fried by the manufacturer may be served but should be prepared by a food preparation method other than frying. The State staff in the Child Nutrition Program (CNP) will work with local school system CNP employees to address modifications necessary to offer healthier school meals.

Every school shall ensure that all foods sold in vending machines, school stores, and cafeterias are in compliance with the USDA Smart Snacks in Schools standards. The School Food Authority (SFA) may wish to utilize focus group(s), surveys and other methods to evaluate and approve items that are in compliance with USDA Smart Snacks in Schools standards. Healthy products must be priced at a level that encourages students to purchase them.

Amendments made by Section 208 of the Healthy Hunger-Free Kids Act of 2010 required the Secretary of Agriculture to establish nutrition standards for all foods sold in schools, other than food sold under the school lunch and breakfast programs. Foods sold will follow the Smart Snacks in School Standards, or "Nutrition Standards for All Foods Sold in School FNS-2011-0019. Food items in competition with the CNP scheduled meal time may not be sold or provided free of charge to students. This includes, but is not limited to food items purchased through school organizations and those donated from outside sources. To encourage students to eat healthy meals, schools are required to restrict student access to concessions, extra sales, vending, and fundraisers one hour before or after meal periods. Therefore, schools may not schedule sales of such items immediately before or after meals that would compete with the meal service. If sales should occur that are in competition with the meal, then all income generated from such sales will be required to be given to Child Nutrition for depositing in the school cafeteria account. The policy is not intended to restrict access to healthy snacks during recess, or at times other than the meal service.

### **Nutrition Standards for Foods Sold Individually (exempts reimbursable meals)**

#### **Smart Snacks in Schools guidelines as established by the USDA:**

*Any food sold in schools must:*

*Be a "whole grain-rich" grain product; **or***

*Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; **or***

*Be a combination food that contains at least ¼ cup of fruit and/or vegetable; **or***

*Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber)\**

*\*On July 1, 2016, foods may not qualify using the 10% DV criteria.*

*Foods must also meet several nutrient requirements:*

*Calorie Limits*

*Snack items: 200 calories or less*

*Entrée items: 350 calories or less*

*Sodium Limits*

*Snack items: 230 mg or less\*\**

*Entrée items: 480 mg or less*

*Fat Limits*

*Total fat: 35% of calories or less*

*Saturated fat: Less than 10% of calories*

*Trans fat: zero grams*

*Sugar Limit*

*35% or less of weight from total sugars*

*\*\*On July 1, 2016, snack items must contain 200 mg sodium or less per item.*

### **Accompaniments**

*Must be included in the nutrient profile as part of the food item sold to help control the amount of calories, fat, sugar, and sodium added to foods.*

*Examples include: cream cheese, salad dressing, catsup, mustard, pickles, pickle relish, dips, sauces, and butter.*

### **School Definitions:**

**Elementary Schools** Pre K-Grade 5

**Middle Schools** Grades 6-8

**High Schools** Grades 9-12

### **Beverages Portion Sizes**

*All schools may sell:*

*Plain water (with or without carbonation)*

*Unflavored low fat milk*

*Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP*

*100% fruit or vegetable juice*

*100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.*

*Portion size limitations by school categories:*

*Elementary schools may sell up to 8-ounce portions of milk or juice*

*Middle schools and high schools may sell up to 12 ounce portion of milk and juice.*

*There is no portion size limit for plain water.*

**Additional “no calorie” and “lower calorie” beverage options for high school students:**

***No more than 20-ounce portions of calorie-free, flavored water (with or without carbonation); and other flavored and/or carbonated beverages that are labeled to contain less than 5 calories per 8 fluid ounces or 10 calories or less per 20 fluid ounces.***

***No more than 12 ounce portions of beverages with 40 calories or less per 8 fluid ounces, or 60 calories or less per 12 fluid ounces.***

### **School Day**

*School Day means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day.*

### **Fundraising Activities**

Fundraising activities that involve the selling of food should reinforce food choices that promote good health.

Allowable Fundraising on School Campuses:

Foods that meet the USDA Smart Snacks in School standards, but are not sold in competition with school meals.

Example: Fruit

Foods that do not meet the USDA Smart Snacks in School standards, but are not consumed at school. Example:

Cookie Dough Sales

Non-food items. Example: School Supplies

Food fundraisers which meet exempt fundraising definition.

### **Exempt Fundraiser Definition**

An exempt food fundraiser is defined as the sale of food items that do not meet the USDA Smart Snacks in School standards and are sold during the school day. A school may sponsor up to and not to exceed **30 exempt fundraisers**

**per year**, for no more than one (1) day each in length. Exempt fundraiser food is prohibited from being sold as a la carte item, in vending machines or in school stores, or before school on school campus.

Foods sold as part of exempt fundraisers may not be sold one (1) hour before or after meal periods. Example: If lunch ends at 12:30 p.m., then the fundraiser could not start until 1:30 p.m. Exempt Food Fundraiser Procedure:

School principal

Alabama's Implementation of USDA Smart Snacks in School and Exempt

Fundraisers Form.

Complete, approve and sign form (attachment 3).

Provide copy to CNP Director.

Provide documentation of approval upon request by Alabama State Department of Education (ALSDE) for audit review.

Superintendent

Attestation of Compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities.

Complete and sign the attestation document (attachment 4).

Provide to CNP Director's to support the annual online application renewal

Child Nutrition Director

Place a copy of the Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form (signed by the school principal) in the wellness plan file.

Provide documentation of approval upon request by ALSDE.

Semi-annual due dates are: July 1 and January 1 of each school year. The completed Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form is required to be signed and on file as described above before exempt food fundraisers commence.

*A Richard B. Russell National School Lunch Act (79 P.L. 396, 60 Stat.230)*

*bHealthy Hunger Free Kids Act of 2010*

*cFederal Register, Vol. 78, No. 125, Friday, June 28, 2013, Rules and Regulations*

*dU.S. Department of Agriculture, Food and Nutrition Service, FNS-466, December 2013*

*eU.S. Department of Agriculture Memo SP 36-2014, Smart Snacks Nutrition Standards and Exempt Fundraisers.*

Revised March 27, 2015

## Nutrition Implementation Guidelines

### Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form

School Food Authority (SFA) \_\_\_\_\_

School Name \_\_\_\_\_

Please check one:     July 1     January 1

Form should be completed and signed by the principal before the fundraisers commence.

	Sponsoring Organization	Item Sold	Date of Sale
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\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

Original: Principal File At School    Copy: SFA CNP Wellness File



## **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or Retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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