

**Live Well Schools
Local School Wellness Policy 2016**

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Policy Implementation and Evaluation

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Committee Role and Membership

The district will convene a representative district wellness committee (DWC) that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, communication, 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; physical education teachers; health education teachers; school health professionals; mental health professionals; counselors; school administrators; school board members; health professionals; and the general public. Members will be recruited by sending out an email to the school community, promoting the committee in school newsletters, and posting information about the committee on the district’s web site.

Leadership

The superintendent or a designated district-level official will convene the DWC and facilitate development of and updates to the wellness policy and will ensure each school’s compliance with the policy. In addition, the superintendent or designee will identify a leader in each school who is accountable for ensuring that school’s compliance with the wellness policy.

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.

Schools will establish a School Site Wellness Council (SSWC) with representation from school site employees, parents and community partners that can positively impact students’ physical, mental, nutritional and educational well-being. SSWCs will complete school-wide assessments and, based on results, will develop and implement action plans relative to their school health and wellness needs, and report progress as requested by the DWC.

This wellness policy and the progress reports can be found at the district web site and posted in the cafeteria and/or central eating area at each school location.

Recordkeeping

The district will retain records to document compliance with the requirements of the wellness policy. 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;
- 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 and will be presented to the school board and the superintendent. 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, including school physical fitness test results;
- 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- and school-level policy leaders; and
- Information on how individuals and the public can get involved with the DWC.

The district will actively notify households/families, teachers, principals, and students of the availability of the annual report.

The DWC will establish and monitor goals and objectives for the district's schools, specific and appropriate for each instructional unit.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual progress reports 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.

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 staff, parents, and community partners 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 California 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. To this end, the DWC will create a wellness policy summary, fact sheet or brochure to be translated by the district into languages spoken by families in the district. These translations will be included on the district website and be made accessible to parents through means similar to other ways that the district and individual schools are communicating other important school information with parents.

Nutrition Education

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Pursuant to the requirements of the Education Code, nutrition education shall be provided as part of the health education program in grades Pre-K through 12 and, as appropriate, shall be integrated into instruction in core academic subjects and offered through before and after-school programs.

The district's nutrition education program shall be based on research, consistent with the expectations established in the state's curriculum frameworks¹ and content standards², and designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

District schools will assess learning of core health concepts by requiring students to demonstrate ways in which they can enhance and maintain their nutrition-related health and wellbeing, using skills such as nutrition literacy and menu planning.

Experiential Learning

Each school shall establish a school garden to be used as an outdoor classroom for nutrition, science, and other lessons. Staff shall integrate experiential education activities—such as planting, harvesting, cooking demonstrations, and farm tours—into existing curricula at all grade levels as a means to enhance student understanding of the food system, reinforce healthy nutrition behaviors, and promote locally-produced food to students.

Schools are encouraged to establish partnerships and/or joint-use arrangements with outside organizations to support the sustainability of their school gardens as appropriate.

Integration with the School Food Environment

Nutrition education messages from the classroom will be modeled in the cafeteria and across campus by offering garden- and local farm-grown food whenever possible within the reimbursable federal meal program, a la carte sales, vending machines, fundraising, student-run vending programs, and after-school/extracurricular programs.

School Meals

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To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program, Summer Food Service Program, and Fruit and Vegetable Snack Program).

Meals served within federally reimbursable meal programs will be designed to feature fruits and vegetables and other healthy foods from local sources to the greatest extent possible. Schools will provide substitutions for students with dietary restrictions, special dietary needs, or cultural or ethnic variations in food preferences to the greatest extent possible.

Nutrition Guidelines

All reimbursable school meals will meet or exceed current nutrition recommendations of the *U.S. Dietary Guidelines for Americans* and the school meal nutrition standards specified by the Department of Agriculture and the California Department of Education.^{3, 4}

Moreover, district schools will exceed the school meal nutrition standards by providing only water or unflavored low-fat or fat-free white milk in school meals, and by prohibiting juice products of all kinds from being served as part of school meals.

Schools shall provide access to free, potable water during meal times in the food service area in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and serving water in an appealing and convenient manner (e.g. water fountains designed to easily refill cups and reusable water bottles, 5-gallon water dispensers placed in central locations in the cafeteria, signage promoting water use, etc.).

Schools shall share information about the nutritional content and ingredients of meals with parents and students. Such information will be made available on the school website, cafeteria menus or menu boards, and by other means available to communicate with the school community.

School Breakfasts

Schools will communicate the importance of healthy breakfast to parents and will notify them of the availability of the School Breakfast Program.

Furthermore, schools will, to the extent possible, encourage participation in school breakfasts by ensuring that meals are convenient and that students have adequate time to eat them. This will be accomplished by arranging bus schedules to allow students to obtain breakfast once they are on campus and have at least 10 minutes to eat it, as well as by serving breakfast in the

classroom, preparing "grab-and-go" breakfasts, or providing breakfast during morning break or recess.

Free and Reduced-Price Meals

Applications for free/reduced price meals are sent home to all families at the beginning of the school year. The application is also available on the district website.

In addition to encouraging participation in the free and reduced-price meal program, schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, schools will utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income; promote the availability of school meals to all students; and/or use nontraditional methods for serving school meals, such as "grab-and-go" or classroom breakfast.

Summer Food Service Program

Schools in which more than 50% of students are eligible for free or reduced-price school meals will sponsor the Summer Food Service Program for at least six weeks between the last day of the academic school year and the first day of the following school year, and preferably throughout the entire summer vacation. All meals served as part of the Summer Food Service Program will also meet school meal nutrition standards established by the US Department of Agriculture.

Meal Periods and Scheduling for Schools

District schools will schedule meal periods at appropriate times, i.e., lunch will be scheduled between 11 a.m. and 1 p.m. The district shall not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

Schools are encouraged to schedule lunch to be served after lunch recess at elementary sites to promote meal consumption and decrease food waste.

District schools will provide students with at least 20 minutes to eat lunch after sitting down and at least 10 minutes to eat breakfast.

Oral Health

Schools should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Meal Settings

The district has a closed campus policy. School staff may not provide permission for students to leave campus for the purpose of obtaining lunch. All students will be guaranteed a clean, safe, and pleasant lunch setting on campus in which there is adequate space and appropriate adult supervision.

In addition to providing a clean and safe environment, students and staff shall have access to hand washing, preferably with soap and water. Hand sanitizers may be used only where sinks are not available.

Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all school nutrition professionals, in accordance with the USDA Professional Standards for State and Local Nutrition Programs.⁵

Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

Food Safety & Sanitation

All food items brought on campus by parents/guardians or other volunteers or school staff for celebrations should be store-bought, prepackaged, and pre-wrapped items with a label listing ingredients so students with food allergies are protected from accidental exposure. No home-cooked meals should be served to students in order to minimize the risk of foodborne illnesses.

Food service equipment and facilities must meet applicable local and state standards for health, sanitation, and safety. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines⁶ shall be implemented to prevent foodborne illness in schools.

All food handlers must meet the food safety certification requirements established by the San Diego County Department of Environmental Health.

Competitive Foods

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All foods and beverages sold, served, or distributed to students through the district's food service program, student stores, vending machines, fundraisers, special events and/or celebrations, or other venues shall meet or exceed local, state, and federal nutrition standards. These standards will apply to foods and beverages provided during both the regular school day and the extended school day, as well as during before- and after-school programs taking place on school grounds.

The only foods that can be sold to students during the school day outside the school meal program are foods and beverages that meet California Smart Snack in Schools nutrition standards.⁷ The district will exceed the federal and state nutrition standards by prohibiting the sale of electrolyte beverages (also known as sports drinks) on school campus during the school day at all grade levels.

Schools are encouraged to offer locally grown food, including items from school gardens, at every location on the school site where food is sold and at all school-sponsored events and activities.

Water

Availability and consumption of water is supported throughout the day. Students are allowed to bring drinking water into the classroom provided that the container is a capped, such as a recyclable or reusable bottle. These vessels are not to be shared among students.

Drinking fountains should be inspected and maintained on a regular schedule.

District will support efforts by parents and student groups to purchase and install water stations that provide filtered, chilled water and can accommodate the filling of reusable water vessels.

School-Sponsored Events, Fundraisers, and Birthday Celebrations

All foods and beverages sold or distributed at events hosted on school campuses before, during or after the school day ends (such as an open house, parent meetings, carnivals, etc.) shall comply with California Smart Snack in Schools standards.

All foods sold for fundraising purposes by school organizations or on school grounds shall comply with California Smart Snack standards. The district will develop creative campus fundraisers that promote healthy eating, such as cooking competitions, farm stands, or take-home produce boxes that contain food grown on local farms or school gardens.

No celebratory food items will be allowed on school sites during the school day in celebration of a student's birthday or holiday. The district encourages and supports the use of nonfood celebratory activities and will provide a list of suggestions to schools and parents.

Sharing of Food and Beverages

Schools should strongly discourage students from sharing their foods or beverages with one another during meal or snack times, due to concerns about allergies and other restrictions on some children's diets.

Physical Education

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The district will provide all students Pre-K through 12 with physical education, using an age-appropriate, sequential physical education curriculum consistent with the expectations established in the state's curriculum framework⁸ and content standards.⁹

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.

Class and Teacher Requirements

All students will be provided equal opportunity to participate in physical education classes taught by a certified or licensed physical education teacher in classes with the same student-teacher ratios as academic classes. Swim instructors should be Water Safety Instructor (WSI) certified. The school district shall provide all physical education teachers with annual professional development opportunities that are focused on physical education/physical activity topics and competencies specifically for physical education teachers.

Instruction Requirements

All district elementary students in each grade will receive physical education for at least 200 minutes every 10 days throughout the school year. All district secondary students will receive at least 400 minutes of physical education every 10 days throughout the school year.

Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions. The district will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary. Temporary exemptions from physical education are limited to students whose medical conditions do not allow for inclusion in the general, modified, or adapted physical education program. The district will not allow students to substitute other activities (sports, marching band, etc.) for physical education.

Physical Activity

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In order for students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day), the district will provide all of its students with a comprehensive, school-based physical activity program (CSPAP) that includes these components: physical education, recess, classroom-based physical activity, active transport 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 provided in addition to, and not as a substitute for, physical education.

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.

Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess per day during the school year in addition to lunch recess. Outdoor recess will be offered when weather is feasible for outdoor play. If 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.

During recess, 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.

Active Academics

The district will offer ongoing 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).

Each school should provide students and staff with opportunities for moderate physical activity at least once every 60 minutes of academic instruction, incorporating kinesthetic learning approaches into core subjects whenever it is feasible and offering short (3-5 minute) physical activity breaks when it is not. Teachers will serve as role models by being physically active alongside the students whenever possible.

Before and After School Activities

All district schools will offer opportunities for physical activity before and/or after the school day and will encourage all students to participate through a variety of methods.

Active Transport

The district will encourage its students to walk or bike to school and will ensure that it is safe for them to do so. To accomplish this goal, the district will assess routes and, if necessary, facilitate improvements to make it safer and easier for students to walk and bike to school. District will develop partnerships with community organizations, local public works, and/or public safety to create and implement a comprehensive active transportation program, such as Safe Routes to School, and to explore the availability of active transportation funds.

Joint Use Agreements

All district schools will develop joint-use agreements to make district facilities or grounds available for recreational, sports, and gardening activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity to the greatest extent possible.

Fitness Data Collection

Each year, the district will administer a physical fitness test to all students. Students will receive their individual fitness test results upon completing the test and a letter with fitness results will be sent home to parents. Fitness test results will be reported to school board and district staff annually.

Health and Wellness Services

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The district recognizes that good health among its staff and school community helps to improve student attendance, fosters a more cohesive school culture, and ultimately improves student achievement. The delivery of health services (including medical, dental, vision, and behavioral health) is an important concern, particularly when students may lack access to basic, quality health care. The district will continue to increase access to health care services and focus on health education among students, staff, and families.

The goal is for each school to have 100% daily onsite coverage of health services, which shall be provided by either a nurse or health paraprofessional.

Every child that enters kindergarten will be required to have a full medical history, physical examination, and dental examination with as much detail and information as outlined in the State of California examination CHDP program. Information on these programs shall be made accessible to parents upon request.

Health Assessments

Fully qualified and credentialed school personnel shall provide student health assessments during school hours, including tests for vision, hearing, and scoliosis. When these screenings identify health or wellness issues, school personnel shall make the appropriate medical, psychological, social service, or dental referral for students.

School-Based Health Centers

The district supports the maintenance and continued development of school-based health centers (SBHCs). SBHCs will not replace the district's nursing and wellness services and will instead augment the current school health program. They shall be operated by community clinic providers and offer a convenient medical home for students and/or their families at the school site.

Lactation Accommodation

In recognition of the well-documented health advantage of breastfeeding for infants and mothers, schools will provide a supportive environment for breastfeeding mothers. Staff will be provided reasonable break time to express milk in a clean, private, non-bathroom space. The district will follow state and federal breastfeeding laws.

Community Health 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 invited to participate in school-sponsored physical activity programs and will receive information about health promotion efforts, including affordable health insurance plan enrollment. School-sponsored events will feature healthy food and beverage choices which will always include water.

Staff Wellness

The district will develop, promote, and oversee a multifaceted plan to promote staff health and wellness. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff.

Staff Training

The district shall offer annual first aid and cardiopulmonary resuscitation (CPR) training, which district teachers are required to be attend.

School staff shall also be notified and trained (as allowed by law) in the use of any necessary medications that students are authorized to carry and/or use.

Behavioral Health

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The Governing Board recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive behavioral health services to support and encourage their own wellbeing.

The Board also recognizes that good physical and mental health is essential for teachers and other staff to be engaged, motivated, and effective and believes that all staff should also have access to comprehensive behavioral health services.

Counseling and school psychological services will promote social and emotional development, enhance resiliency, and provide protective buffers within the school community. Personnel will endeavor to intervene as early as is feasible when emotional, behavioral, and/or learning problems manifest and will help build a systemic response to matters that affect student well-being such as bullying, alienation, and disengagement.

Personal or Mental Health Counseling

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students and staff in accordance with the specialization(s) authorized by his/her credentials. School counselors and student support staff use their skills and strategies to break down barriers to learning that affect attendance, behavior, or achievement. All students and staff shall have access to available counseling services, which may include, but are not limited to, support related to social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, staff, students, and parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance.

Crisis Counseling

The Board recognizes the need for a prompt and effective response when students and staff are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan and other prevention and intervention practices designed to assist all students, parents/guardians, and staff before, during, and after a crisis.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

Staff Training

The Superintendent or designee shall identify crisis counseling resources to train district staff in effective threat assessment, appropriate response techniques, and/or methods to directly help the school community cope with a crisis if it occurs.

Marketing and Modeling

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Marketing

School-based marketing will be consistent with nutrition education and health promotion items identified above. As such, the district prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards/ signboards, school supplies, advertisements in school publications, coupon or incentive programs, or other means.

Healthy foods, including fruit, vegetables, whole grains, and low-fat and fat-free dairy products, will be promoted through participatory activities such as taste testing, working in school gardens, field trips to farms, and community gardens. Healthy foods will also be promoted within the school environment through prominent lunchroom displays, school announcements, posters throughout the school, and other strategies outlined by the Smarter Lunchrooms movement.¹⁰

The district will promote after-school sports programs and non-competitive physical activity programs through school announcements, school newsletters, and through posters and signage.

Staff Modeling

Staff members in all district schools will model healthy nutrition throughout the school day and while on the school site. The district will offer snacks that meet USDA nutrition standards in teachers' lounges to promote good nutrition and will encourage staff to use reusable water bottles.

Staff will also assist in modeling physical activity by participating alongside students in physical activity breaks and when incorporating physical activity into lesson plans.

School staff is prohibited from displaying in front of students any food/beverage items (e.g., soda, and/or energy drink containers; bags of chips; candy) that do not support the district's health messaging and wellness policies.

Rewards and Punishments

Staff and other entities (businesses, sponsors, and/or organizations) are prohibited from using food as a reward for a student's academic performance, accomplishments, or classroom behavior. The district will emphasize providing additional opportunities for physical activities (e.g., extended recess) as a reward for high-performing and well-behaved students.

Physical activity during the school day and in before- and after-school programs (including but not limited to recess, physical activity breaks, or physical education) will not be withheld as punishment, nor will the running of laps or the assignment of other physical tasks, such as push-ups, be used as a punishment. The district will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

Appendix

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1. <http://www.cde.ca.gov/ci/cr/cf/documents/healthfw.pdf>
2. <http://www.cde.ca.gov/be/st/ss/documents/healthstandmar08.pdf>
3. <http://www.cde.ca.gov/ls/nu/he/nfbmpbreakfast.asp>
4. <http://www.cde.ca.gov/ls/nu/he/newfbmplunch.asp>
5. <http://www.fns.usda.gov/sites/default/files/CN2014-0130.pdf>
6. <http://sop.nfsmi.org/HACCPBasedSOPs.php>
7. <http://www.cde.ca.gov/ls/nu/he/documents/compfoodrefcard.doc>
8. <http://www.cde.ca.gov/ci/pe/cf/documents/peframework2009.pdf>
9. <http://www.cde.ca.gov/be/st/ss/documents/pestandards.pdf>
10. <http://smarterlunchrooms.org/ideas>