

Nutrition and Physical Fitness

Nutritional Content and Food Service Operations and Competitive Foods

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, and for ensuring that the Healthy Hunger-Free Kids Act of 2010 is in effect, the Superintendent/Designee is responsible for the following guidelines:

- A. Any food sold in school must:
 - a. Be a "whole grain-rich" grain product; or
 - b. Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
 - c. Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
- B. Once at least one of the above standards have been met, then they must meet all the listed nutrient requirements:
 - a. Calorie limits:
 - i. Snack items: < or = 200 Calories
 - ii. Entrée items: < or = 350 Calories
 - b. Sodium limits:
 - i. Snack items: < or = 200 mg Sodium Entrée items: < or = 480 mg Sodium
 - c. Fat limits:
 - i. Total fat: < or = 35% of Calories
 - ii. Saturated fat: < 10% of Calories
 - iii. Trans fat: zero grams
 - d. Sugar limit:
 - i. < or = 35% of weight from total sugars in foods
- C. Nutritional Standards for Beverages:
 - a. No beverages will be sold during the school day at elementary and middle schools.
 - b. The High School may sell:
 - i. Plain water - no portion maximum
 - ii. Unflavored low fat milk - 12 oz. maximum
 - iii. Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP - 12 oz. maximum
 - iv. 100% fruit or vegetable juice - 12 oz. maximum
 - v. 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners - 12 oz. maximum
 - vi. Calorie-free, flavored water (with or without carbonation) - 20 oz. maximum
 - vii. Other flavored and/or carbonated beverages that are labeled to contain < 5 Calories per 8 oz. or < or = 10 Calories per 20 oz.
 - viii. Beverages with < or = 40 Calories per 8 oz., or < or = 60 Calories per 12 oz.
- D. Food that is sold must meet the health department's standards in regard to storage, preparation and serving.
- E. Students and staff will have access to safe, fresh drinking water throughout the school day and during meal service. If a drinking fountain is available in the cafeteria or adjacent to a cafeteria, a student must be able to access this during meals.
- F. All students are encouraged to participate in the school's food service program.
- G. The school day is defined as from midnight until 30 minutes after the end of the regularly scheduled school day.
- H. The District will follow the USDA meal patterns for the National School Lunch Program, School Breakfast Program, Snack Program, and Smart Snacks in School standards for all food and beverages sold to students on school campus during the school day.

Smart Snacks

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

Celebrations and Rewards

In order to promote student wellness, school staff will use strategies other than the use of food or beverages as rewards in the classroom. In addition, the withholding of food and beverages will not be used as punishment. Minimally, food may be allowed in classroom parties, as part of the learning environment, and as an incentive for school-wide activities, projects, or efforts as approved by the Principal.

Hunger Free Student Bill of Rights

As per guidance in CFR 245.6 and the Eligibility Manual for school meals:

- Meal charge Policies will be communicated in writing in the student handbook and will be distributed to each new and returning student.
- Staff responsible for policy/procedure enforcement will also be trained annually.
- Free and Reduced priced meal applications may be completed on behalf of a household as approved by the Food Service Director on a limited basis per Eligibility Manual guidelines.
- Direct Certification downloads will be conducted monthly by Food Services.
- Students may not be overtly identified per HFSBR guidelines.
- When a negative meal balance occurs, school staff will notify Food Service Director if payment is not made (see “Recovering Delinquent Funds” below). Options to Directly Certify students will be researched and addressed. Parents will continue to be notified of negative balances and students will continue to receive meals.
- Families will be encouraged to fill out a free and reduced price application.
- When charging occurs, meals will be counted and claimed for reimbursable meals and efforts will be made to notify parents of needed money on accounts.
- Varying methods of payment will be available to parents for ease of payment: online payments will be accepted, credit cards will be accepted at schools, checks and cash will be accepted.
- Charges will not be accepted for Ala Carte purchase such as second meals, extra entrees, and solo or extra milk charges.
- Adult charges will not be accepted.

If a parent is unwilling or unable to apply for free and reduced price meals, and the child does not have access to meals during school, a school food administrator may fill out an application on behalf of the child with authorization from the Food Service Director. All the above steps to qualify the student(s) must take place, and then parent must be notified in writing that their child has qualified for free and reduced lunch. Balances on delinquent accounts will still be pursued, even if they currently qualify for free and reduced meals, however.

Ala Carte Sales/Non-program Food Revenues

An “extra” milk or Ala Carte milk may be purchased at each school at an additional cost. Purchase will be inputted into skyward appropriately and tracked separately. Second meals are also available and not reimbursable at full meal cost and are tracked separately.

Only the High School will have the option of an “extra” entrée at the extra cost. This entrée is an item that is on the regular daily menu at the High School. Purchase will be inputted into skyward appropriately and tracked separately.

Second meals as Non-Reimbursable

Second meals eaten by a child will be put into skyward correctly. A warning message will show up on the computer screen and then an override button will be pushed to allow meal to be accepted if this is correct. Skyward will automatically place this meal in the second meals category which is not counted as a reimbursable meal in the system. If there is a second meal on the DAR, it needs to be initialed by the cashier/secretary before it is sent to the food service office.

Non-program Food Revenues and Expenses will be calculated yearly to ensure that revenue from the sale of non-program foods generates at least the same proportion of revenue as they contribute to the food costs.

Recovering Delinquent Funds

The district will make reasonable efforts to notify families when meal account balances near \$0 and to recover delinquent funds.

- Parents are encouraged to sign up through the automated system for updates on account balances
- The school principal or designee will attempt to contact the parent/guardian by email, letters, and by phone when accounts near \$0 or are overdrawn.
- Accounts owing over \$20.00 will be reported by the school secretary to the Food Service Director for further collection efforts as stated above.

Meal Pricing

The Board of Directors shall determine paid meal prices annually for the National School Lunch Program and follow Paid Lunch Equity Regulations. Adult meal prices shall be set to allow teachers, administrators, and parents/guardians to demonstrate the support for school meal programs by eating with the students. The price must be the same or greater as students paying the full meal price plus the value of federal reimbursement for paid meals and the USDA Food Value.

Credits/Refunds/Charges

The district shall reclassify money remaining on accounts at the year-end as prepaid for the next school year or refund monies as requested by the parent/guardian. The following guideline shall be in effect for all buildings:

- A. Meal/Milk Credits: shall follow the student, in which account is named, for the new school year use. Per written request, upon student graduation, a check will be issued for students with balances on their accounts unless otherwise specified for transfer to another student or donation.
- B. Meal/Milk Refunds: will be issued from the Food Service Account.
- C. Refund Statement: shall be completed before parent/guardian receives requested refund. This statement will be used to document refund.

Business Office Shall Receive Copies of:

- A. Refund Statement/Request
- B. Year-end total credits issued by building

School Cafeterias

- A. Any student may eat in the school cafeteria or other designated place.
- B. Meal prices will be established by the Superintendent and Food Service Manager, with the approval of the board prior to school beginning.
- C. Meal prices will be posted in each cafeteria or designated meal area.
- D. Reimbursable meal will be identified for the students at the beginning of meal service.
- E. USDA poster will be posted for all customers to see during meal service at each meal site and in

Food Service Director's Office.

- F. Adequate time and space to eat meals in a pleasant and safe environment will be provided to all students/customers. Schools shall ensure:
- a. Seating is not overcrowded;
 - b. Rules for safe behavior are consistently enforced;
 - c. Appropriate supervision is provided; and
 - d. Sufficient time is allowed for all students to eat.

Buy American Provision

Clarkston School District will purchase, to the maximum extent practicable, domestic commodities and products for use in the NSL/NSB Programs. A "Buy American Clause" will be listed on procurement documents. Food Service Manager will periodically examine product packaging and work with vendors to find out the country of origin when not clearly labeled on packaging.

Special Dietary Needs

Under the law, a disability is an impairment which substantially limits a major life activity, which can include allergies, and digestive conditions, but does not include personal diet preferences. Clarkston School District is required to make reasonable modifications to meals, to accommodate disabilities which restrict a child's diet. If food allergies are noted on health history forms, a school nurse will contact the parent/guardian to find out the needs of the child and provide a "Request for Special Dietary Accommodations" form to the family to fill out. Requests for meal modification must be signed by a State-recognized medical authority. When a completed form is turned into the school/office, a copy will be provided to the kitchen, Nursing Director, and Food Service Director. The family will be notified of the plan put into place by the district when the completed form is submitted and reviewed to be complete and reasonable by the District Nurse and Food Service Director based on the Diet Order. The Special Diet Orders will be kept in the kitchen in a labeled accessible binder or on a designated wall by the Head Cook's desk for easy access by kitchen staff. Records of daily food served will be kept in the production records of each kitchen.

Breakfast After the Bell (BAB)

The Washington Kids Ready to Learn Act of 2018 requires high-needs public schools to implement a Breakfast After the Bell Program beginning the School Year 2019-2020. Schools that have 70% free and reduced rate the previous school year must offer a breakfast after the bell program. For schools that fall into this category, breakfast will be offered after the school bell to those that need/request breakfast that have not already had a reimbursable breakfast by following the breakfast after the bell procedures.

Standard Meal Counting

Each school will have a laptop computer and use the Skyward point of sale system for the secretary to use for breakfast and lunch. All students will use individual pin numbers that students input via keypad. The correct student will be verified and inputted before moving onto the next student by the school secretary. An adult at the end of the line will check to make sure it is a reimbursable meal and will let the secretary know if a reimbursable meal is not taken. The meal will then be removed from the system.

Tracking Earned Student Meals

A separate form is signed by the students helping with meal service and earning a student meal. The meal is inputted into Skyward when the student has been verified to have received a reimbursable meal. SWL = student worker lunch. SWB = Student worker breakfast. The signed form is attached to the paperwork that gets sent to the food service office daily. .

Cash Overage/Shortages

When there is an overage/shortage the DAR/SAR or other skyward reports are reviewed to try to determine what happened. If the mistake cannot be found, a note will be written on the check deposit report explaining the difference.

Visiting Student Meals

Visiting students will be placed in skyward under guest student category. These guest student meals do not get counted as a reimbursable meal in the system.

Other Visitor Meals

Adult (Guest and staff) meals will be placed into skyward under the appropriate title and do not get counted as reimbursable meals. The advisor for visiting students should bring a list from the school showing their eligibility (free/reduced/paid). The meals can then be put in the computer under the correct category. If a list is not provided, the visiting students should be charged the same as the adult price for a meal. There is no charging for Adult/Visitor meals.

Field Trip/Sack Lunches

If field trip sack lunches are needed, the kitchen will be notified as soon as possible. If the sack lunches are not picked up by the child themselves they will need to be checked off a roster when they do receive a COMPLETE meal by an adult. This roster will need to be turned into the cashier/secretary upon returning so they may be entered into the computer. Rosters must be retained, as the source documentation, to support the claim. They will be attached to the daily activity report and a copy will be provided to the Food Service office.

Alternate Counting Plan in the Event Computer is Down

All schools will have a printed roster sheet that can be used to mark off reimbursable meals. The rosters will be used to input the information into skyward as soon as they have access to the skyward program. Rosters must be retained, as the source documentation, to support the claim. They will be attached to the daily activity report and a copy will be provided to the Food Service office.

Substitutes

Each school will have at least one person trained that can run the skyward program or roster system and has a thorough job description to follow the daily events, systems and reports needed.

Free and Reduced Meal Forms

- A. Will be available in schools and online, and will be given out to each family prior to school starting at each school's "back to school night" or registration.
- B. Forms will be dated when submitted and approved/denied by each school's approving official
- C. The District is using the optional "Date Stamp" method of approval, so when the application is processed, if the date documented on the form is prior to the date approved, Skyward Point of Sale will automatically refund any overage charges back to the students' account. The effective date of approval is the date documented on the form from when it was received. Cash refunds of those monies by request of parents or guardians will follow current district procedure.
- D. Training will be done for approving officials prior to school starting each school year and throughout the year as necessary.
- E. Forms will be approved or denied following the Eligibility Guidance Manual.

Staff Development

Ongoing in-service and professional development training opportunities for staff in the area of food nutrition will be encouraged:

- A. The Hazard Analysis Critical Control Point (HACCP) checklist will be done in each kitchen by Food Service Manager, Food Service Secretary, or Head Cook a minimum of quarterly and kept on file.
- B. Monthly in-services, during the school year, will be done with the Head Cooks in each kitchen on HACCP food safety.
- C. Professional Standards hours will be tracked per Food Service Employee to make sure minimum requirements are met.
- D. Civil Rights Training will be completed yearly and as needed with new staff for all Food Service Staff.

Wellness Policy

- A. The District will review and update the Wellness Policy Annually.
- B. Wellness Policy will be available on the District website.
- C. District will make stakeholders aware of their ability to provide input and implement changes to the Wellness Policy by one or more of the following:
 - a. Online District website or Food Service website
 - b. Information posted on menus
 - c. Email
 - d. Newsletter
- D. District will obtain feedback from stakeholders on progress meeting wellness policy goals and procedures, as well as recommendations for change by one or more of the following.
 - a. Web-based surveys
 - b. Board Meetings
 - c. Email surveys
 - d. Open wellness meetings

Family and Community Involvement-Nutrition Goals

As appropriate, in order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the school principal is responsible for ensuring:

- A. Nutrition education materials and meal menus are made available to parents;
- B. Parents are encouraged to promote their child's participation in the school meals program. If their children do not participate in the school meal program, parents are encouraged to provide their children with healthy snacks/meals;
- C. Families are invited to attend exhibitions of student nutrition projects or health fairs;
- D. Nutrition education curriculum includes homework that students can do with their families (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.);
- E. School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition, as appropriate; and
- F. School staff considers the various cultural preferences in developing of nutrition education programs and food options.
- G. Monthly school menus will have nutritional information to promote nutrition and physical activity. The principals will be responsible for ensuring these are made available to parents.

Nutrition Education Goals

Nutrition education at all levels of the district's integrated curriculum shall be based on current science, research and national guidelines. Nutrition education shall be age appropriate, standards-based, using national or state-developed standards designed to provide students with the knowledge and skills necessary to promote and protect their health. The nutrition education program shall focus on students' eating behaviors, be based on theories and methods proven effective by published research, and be consistent with the state's/district's comprehensive school health education standards/guidelines/curriculum framework. Nutrition education should create a strong correlation between health food choices and life-long wellness. Students shall be able to demonstrate competency through application of knowledge, skill development and practice.

Physical Education

Health and Fitness

It is the district's position that all students have equal and equitable opportunities for physical activity and fitness education in our schools. The Superintendent is encouraged to review and consider implementing physical activity and fitness education program improvements. The goals of the district are:

- A. All children, from kindergarten through high school, will participate in a quality, standards-based physical activity/fitness education program;
- B. All schools will have certificated physical education teachers providing instruction; and
- C. All schools will have appropriate class sizes, facilities, equipment, and supplies needed to deliver quality physical education consistent with national standards.

Schools shall require students in grades one through eight to engage in physical education averaging 100 instructional minutes per week and all high school students shall complete two credits of health and fitness.

Access to school sites will be provided, permitting use of facilities to community youth sports groups consistent with the district's facilities use policy, community college and municipal joint use agreements and partnerships with youth organizations so additional opportunities are available for all youth in our communities to participate in quality physical activity, fitness, sports and recreation programs.

Schools should identify safe and active routes to school and promote alternative methods for children to travel to and from school, such as walking and bicycle programs.

Schools shall prohibit the use of physical activity and withholding of physical education class and other forms of physical activity as punishment.

Family and Community Involvement- Physical Education Goals

As appropriate, in order to promote family and community involvement in supporting and reinforcing physical education in the schools, the school principal is responsible for ensuring:

- A. Physical education activity ideas are sent home with students;
- B. Parents are encouraged to promote their child's participation in the school's physical education programs and after school activities.
- C. Families are invited to attend and participate in physical education activity programs and health fairs;
- D. Physical education curriculum includes homework that students can do with their families;
- E. School staff consider the various cultural preferences in development of physical education programs; and
- F. School staff is encouraged to cooperate with other agencies and community groups to provide opportunities for students to participate in physical activity programs.

PE Content Team

The district may convene a content team to assist in development and implementation of the district wide nutrition and physical fitness policy. The committee may include, but is not limited to, food services directors and staff, parents, building level administrators, school board members, students, nutritionists, health care professionals, physical education staff, and public and interested community organizations.

Program Evaluation

Annual Notification:

The District will notify families and the public, on an annual basis, of the availability of the wellness policy/procedure and provide information that would enable interested households to obtain more details. The District is encouraged to provide as much information as possible about the school nutrition environment and if wellness goals are being met at each school.

Triennial Progress Assessments:

Once every three years, the District will evaluate its compliance with the wellness policy/procedure. The triennial assessment will consider:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy/procedure.
- The extent to which the District's wellness policy compares to the model wellness policy.
- The extent to which progress has been made in attaining the goals of the District's wellness policy.

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