

# **USD 480 Liberal Public Schools Wellness Policy**

## **2016-2017**

“Promoting overall wellness for employees and students to help build a healthier community”

The district's mission is: USD 480 challenges all to achieve educational excellence. In order for our students and staff to lead a healthy lifestyle we have to set up sound policies and set good examples throughout the district.

Liberal Public Schools has an active wellness committee represented by each school building, including administrators, P.E. Teachers, Classroom Teachers, Nutrition Services staff, School Board members, community members and parents. The district is involved in Alliance for a Healthier Generation, FitnessGram, Fuel up to Play 60, Team Nutrition and Lets Move Active Schools.

The District Wellness Committee shall meet twice per year to review nutrition and physical activity policies. Each building will have a Building wellness committee that shall meet at least twice a year and report to the district wellness committee. USD 480 will use The Alliance For a Healthier Generation Framework and Inventory to evaluate wellness, set goals, implement action and celebrate success. It will be the responsibility of the staff and administration of USD 480 to ensure all policies are being implemented and followed.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence students understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. All staff members of USD 480 are encouraged to model healthy eating and physical activity as a valuable part of daily life. Staff should make every effort to only consume food and beverages allowed under the Nutrition standards for all schools in the presence of students during the school day. Whenever possible, staff should incorporate physical activity into their daily routines at work.

# NUTRITION

## **USDA Meal Programs:**

All schools will provide breakfast and lunch through the USDA School Meal Programs. When required for a grant, after school snacks will be administered by the USDA After School Snack Program. All school meals are required to meet or exceed specific standards set forth by the USDA.

All nutrition service staff members will have professional development in the areas of food and nutrition on an annual basis and are required to complete a food safety course every 5 years.

Nutrition Services Department will share and publicize information about the nutritional content of meals with students and parents. This information will be posted on the district website.

Dining areas will be clean, orderly and inviting. Water will be accessible during all meals. Appropriate supervision shall be provided in the cafeteria and the students shall be provided a pleasant environment in which to eat school meals. Adequate seating is available for all students and students are allowed to converse with one another while they eat. Special entertainment such as reading, music, local talent, etc. is encouraged during meal times.

Restaurant brand name food items, unless provided by Nutrition Services in combination with a balanced meal, will not be allowed in the elementary, intermediate or middle school or High School cafeterias at meal times. This includes but is not limited to fast foods, commercial pizza, and restaurant to-go meals. Carbonated beverages (pop) and energy drinks (Monster, Red Bull, Rock Star, Etc.) are also prohibited in the cafeteria during meal times.

Sack lunches from home are permitted as long as they do not contain restaurant brand name food items in original packing as described above or carbonated beverages and or energy drinks. Due to sanitation and safety concerns students will not be allowed to share any food brought from home.

## **Breakfast:**

Students will be allowed adequate time to eat breakfast, from the time they receive their trays.

Breakfast will not be denied to any student that was late due to a late bus arrival at the school. Late students that walk to school or are provided private transportation will not be allowed to eat breakfast if arrive after the serving time. Exceptions will be made on a case to case basis, involving the teacher, principal and dietary manager. Alternative breakfast, such as breakfast in the classroom and breakfast after first hour will be promoted throughout the district.

## **Lunchroom Climate:**

The Nutrition Services Department will develop and publicize monthly menus on the internet and make them available at all the schools. The daily menu will be posted on a "MyPlate" poster to indicate the meal components.

Students will be allowed adequate time to eat lunch, from the time they receive their trays.

All elementary school principals will evaluate schedules and if possible schedule recess before mealtime instead of after.

### **Nutrition Standards for All Foods Sold in School:**

The Healthy, Hunger-Free Kids Act requires that USDA establish nutrition standards for all foods and beverages sold in school – beyond the Federal child nutrition programs. This law applies to all foods sold outside the school meal programs; on the school campus; and at any time during the school day, which is 12:00AM – 30 minutes after the last bell rings. To determine if an item meets the standards you can use the Smart Snacks Calculator. The Smart Snacks calculator can be located at: <http://healthiergeneration.org/calculator>

#### **To be allowable, a competitive food item must:**

- Meet all nutrients standards
- Have 50% or more whole grain by weight (if a grain product)
- If it is a non-grain food, its first ingredient has to be out of the main food groups: fruits, vegetables, dairy or protein foods.
- Be a combination food that contains at least ¼ cup fruit and/or vegetable
- Contain 10% of the Daily Value of a calcium, potassium, vitamin D or fiber
- Have less than 35% calories from fat, less than 10% from saturated fats and trans fat free.
- Have less than 35% of weight from sugar
- Have less than 230 mg sodium for snacks and 480 mg sodium for entrees
- Have less than 200 calories for snacks and 350 calories for entrees

#### ***To be allowable, beverages must:***

##### **Elementary School**

- Plain water or plain carbonated water (no size limits)
- Low fat milk, unflavored (≤8 oz)
- Nonfat milk, flavored or unflavored (≤8 oz)
- 100% fruit or vegetable juice (≤8 oz)
- No caffeinated beverages

##### **Middle School**

- Plain water or plain carbonated water (no size limits)
- Low fat milk, unflavored (≤12 oz)
- Non fat milk, flavored or unflavored (≤12 oz)
- 100% fruit or vegetable juice (≤12 oz)
- No caffeinated beverages

##### **High School**

- Plain water or plain carbonated water (no size limits)

- Other flavored and/or carbonated beverages ≤20 fl oz, that have ≤ 5 calories per 8 fl oz or ≤ 10 calories per 20 fl oz.
- Other flavored and/or carbonated beverages ≤12 fl oz, that have ≤ 40 calories per 8 fl oz or ≤ 60 calories per 12 fl oz.
- Low fat milk, unflavored (≤12 oz)
- Non fat milk, flavored or unflavored (≤12 oz)
- 100% fruit or vegetable juice (≤12 oz)
- Beverages that meet above criteria may also contain caffeine.

### **During the School Day**

- Students are allowed to have individual water bottles in their classroom. Water will be the only beverage allowed in the bottles.
- District funds will not be used to buy food of minimal nutritional value unless approved by the building administrator.

### **Classroom Rewards**

Food rewards or incentives shall not be used in the classrooms to encourage student achievement or desirable behaviors. The exception would be if the student has an Individualized Education Plan (IEP) or a 504-Health Care Plan.

*Pizza Parties or other food reward parties shall not take place during the scheduled meal time or replace the meals provided by Nutrition Services*

*Strong consideration should be given to nonfood items as part of any 'teacher to student' incentive programs. Should teachers feel compelled to utilize food items as an incentive, they will not include foods of minimal nutritional value and must meet the following guidelines per serving:*

- 4 grams of fat per 100 calories (35% of calories)
- 9 grams of sugar per 100 calories (35% of calories)
- Limit to 100 calories per unit

### **Classroom Snacks**

If teachers feel that classroom snacks are necessary to sustain student achievement they can be offered 1.5 hours before or 1.5 hours after the lunch meal. Classroom snacks will only be offered once a day and must meet the following guidelines per serving:

- 4 grams of fat per 100 calories (35% of calories)
- 9 grams of sugar per 100 calories (35% of calories)
- Limit to 200 calories per total snack

### **Outside Foods During School Hours**

Due to sanitation/food safety concerns students and staff bringing food items in to school to share must be pre-packaged individually wrapped servings and made in a kitchen licensed by KDHE. The exception would be whole fresh fruits and

vegetables, which should be prepared using proper sanitation procedures.  
(Appendix 2)

### **Birthday Parties and Seasonal Parties**

USD 480 recognizes that Birthday and seasonal parties such as Halloween and Valentine's Day are great opportunities for parent engagement. Parties and celebrations shall take place after the lunch meal has been served and not as a replacement for the School Meals. It is highly encouraged that food/snacks offered at these parties /celebrations meet the following criteria per serving:

- 4 grams of fat per 100 calories (35% of calories)
- 9 grams of sugar per 100 calories (35% of calories)
- Limit to 150 calories per item

### **Fund Raising**

#### **During the School Day**

- USD 480 will follow the exempt fundraiser frequency established by the Kansas State Board of Education. "One exempt fundraiser per school organization per semester that does not meet the Nutrition Standards for All Foods Sold in School during the school day (midnight before to 30 minutes after the end of the school day) on school grounds will be allowed. An organization is defined as a school group that is approved by the local board of education. Length of the organization's exempt fundraiser cannot exceed 2 days." Exempted fundraiser foods or beverages may not be sold in competition with school meals in the food serving area during meal service. There is no frequency or time limit on fundraisers during which food or beverage items that meet the nutrition standards are sold; nor are there any limits on non-food fundraiser activities.

#### **After the School Day**

Groups performing fundraisers will explore fundraising activities that do not involve the sale of food and/or beverages. [http://www.kn-eat.org/SNP/SNP\\_Docs/SNP\\_Guidance/Wellness\\_Policies/ResourcesSpring2014WellnessWorkshops.pdf](http://www.kn-eat.org/SNP/SNP_Docs/SNP_Guidance/Wellness_Policies/ResourcesSpring2014WellnessWorkshops.pdf)

## **STUDENT NUTRITION EDUCATION**

### **General Guidelines for Nutrition Education:**

- Nutrition education will be based on the most recent Dietary Guidelines for Americans. Active learning experiences will be provided for students; and whenever feasible, the active learning will involve the students in food preparation using District Food Safety Guidelines.
- Nutrition education will be taught by a teacher licensed by the Kansas State Department of Education or under the direct supervision of such a teacher. The licensed teacher will approve the instructional materials and method; and have ongoing, open communication with the individual providing instruction. Schools will be encouraged to use qualified personnel to provide nutrition education from organizations such as KSDE, K-State Research and Extension, health and agriculture organizations, universities, consulting Registered Dietitians and school nursing staff. Teachers will also be encouraged to attend trainings on nutrition and the importance of role modeling healthful eating habits for students.

### **Time Spent on Nutrition Education**

- Classroom nutrition education will be provided each year for all students as part of a comprehensive health education curriculum that focuses on understanding the relationship between personal behavior and health, and/or as a learning experience integrated throughout the curriculum in subject areas such as math, science, language arts and social studies.
- At least 5 hours of classroom health and nutrition education will be provided each year for all students. Out of these 5 hours, 25% will be comprised of hands-on activities.

### **Cafeteria and Meal Time Environment**

- Attractive, current, nutrition education materials will be prominently displayed in dining areas and changed at least every 9 weeks. National School Lunch Week and National School Breakfast week will be celebrated at each cafeteria.
- Nutrition Services will provide at least one taste test throughout the year on new food items they would like to have on the menu for each grade level.
- The Director of Nutrition Services will be available, on request, to come and speak to students or staff on the nutrition requirements for school meals and involve students in planning menus.

### **Meals**

- USD #480 administrators, teachers and classified staff will encourage students to start each day with breakfast. They will also encourage students to eat a balanced meal at lunchtime.

### **Events During the School Day**

- Schools will be encouraged to participate in one or more events that are either centered on nutrition or include nutrition as a main component.

### **Family and Community**

- Parents are always encouraged to join students for school meals.
- Information encouraging parents to teach their children about health and nutrition and to provide nutritious meals for their families will be provided to parents through Nutrition Nuggets and other handouts sent home with their children

### **Staff Wellness**

- All staff employed by USD #480 will be encouraged to serve as a healthy role model for students. Staff will have opportunities to help develop and participate in programs and activities aligned with the Alliance for Healthier Generations to promote healthful eating, physical activity and other elements of a healthy lifestyle.
- All schools shall promote wellness all year long and sponsor at least one school/building wide activity a year.

## **PHYSICAL EDUCATION**

### **General Guidelines and Physical Education Classes:**

- All students in grades K-12, including those with disabilities, special health care needs and in alternative education settings, will have the opportunity to participate in moderate to vigorous physical activity on a regularly scheduled basis each school week during the entire school year.
- All PE instructors will enter student information into FitnessGram. The generated fitness report will be included as part of the parent teacher conference information.
- Physical Education teachers will have staff meetings at least two times a year to meet and discuss ideas and to make sure everyone is following the same guidelines to assure that all students are getting adequate physical education. Physical Education teachers will receive professional development in their field of interest at least once a year.

### **Time Spent in Physical Education Class per Week**

- USD 480 is meeting the basic recommendation of 100 – 150 minutes of physical activity for every student. *Time students are pulled out of PE classes will be kept to a minimum and only if deemed necessary by the principal.*

### **Environment**

- Each school will provide a physical and social environment that encourages safe and enjoyable physical activity for all students, including those who are not athletically gifted. Appropriate equipment for all students to participate in physical activity will be provided.
- High School students will be given different options of physical education classes.

### **Curriculum**

- All Physical Education teachers will be licensed by the Kansas State Department of Education. The physical education curriculum they will teach will be sequential and consistent with Kansas State Board of Education approved Physical Education Teaching Standards for Pre-Kindergarten through grade 12.
- All PE instructors will be trained and follow Physical Dimensions, Physical Focus and Physical Essentials. PE instructors will evaluate programs and class on an annual basis to see which are and may not be meeting the wellness needs of students.

### ***Physical Education Throughout the Day:***

- *The curriculum will reinforce the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities, such as watching television and playing video games.*



- *Each school will have a plan of action to keep students active during inclement weather.*

### **Physical Education Incorporated into Classroom Settings**

- *Physical activity opportunities shall be offered daily during the school day outside of recess and Physical Education classes. Whenever possible, classroom teachers will provide short activity breaks between lessons or classes as appropriate. They will also incorporate physical activity into other subject areas. (Example – Brain Breaks)*

### **Punishment**

Staff members shall not deny participation in Physical Education class, recess, or other physical activity opportunities as a form of discipline unless the safety of the student is in question. Physical activity will not be used as a form of punishment.

### **Recess**

#### **Elementary Students**

- Students will be allowed to participate in recess on a regularly scheduled basis. Physical activity goal is for students who attend school all day to have at least one supervised outdoor recesses (weather permitting) totaling at least 15 minutes a day.
- Students will be encouraged to participate in moderate to vigorous physical activity during recess. If a student is not actively taking part in recess, the recess supervisor will verbally encourage and give the student suggestions on some activities to get the student moving. Teachers are encouraged to lead and or participate in at least one physical activity during each recess.

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

- Students will be encouraged to ride their bikes and or walk to school. The district will work with community and local law enforcement to keep those who wish to walk or ride their bike to school safe.

#### **Extracurricular Physical Activity Programs**

- Students of all ages are encouraged to participate in wellness activities outside the school day.
- Participation in intramurals shall be an option for all middle and high school students.

#### **Family and Community**

- The district is encouraged to promote the use of school facilities outside of school hours for physical activity programs offered by community based organizations.

*USD #480 Board approved 12/5/2016*

## Appendix 1

### Non-Food Rewards

#### Social Rewards

- “Social rewards,” which involve attention, praise, or thanks, are often more highly valued by children than a toy or food. Simple gestures like pats on the shoulder, verbal praise (including in front of others), nods, or smiles can mean a lot. These types of social rewards affirm a child’s worth as a person.

#### Recognition

- Trophy, plaque, ribbon, or certificate in recognition of achievement or a sticker with an affirming message (e.g., “Great job”)
- Recognizing a child’s achievement on the school-wide morning announcements and/or the school’s website
- A photo recognition board in a prominent location in the school
- A phone call, email, or letter sent home to parents or guardians commending a child’s accomplishment
- A note from the teacher to the student commending his or her achievement

#### Privileges

- Going first
- Choosing a class activity
- Helping the teacher
- Having an extra few minutes of recess with a friend
- Sitting by friends or in a special seat next to or at the teacher’s desk
- “No homework” pass
- Teaching the class
- Reading to a younger class
- Playing an educational computer or other game
- Making deliveries to the office
- Helping in another classroom
- Reading the school-wide announcements
- Working at the school store
- Eating lunch with a teacher or principal
- Going to the library for a book to read
- Listening with a headset to a book on tape or CD
- Taking a walk with the principal or teacher
- Rewards for a class
- Designing a class or hall bulletin board
- Extra recess
- Eating lunch outdoors
- Writing or drawing on the blackboard/whiteboard
- Taking care of the class animal for a day
- Going to the lunchroom first
- Reading outdoors
- Holding class outdoors

- Extra art, music, PE, or reading time
- Listening to music while working
- Dancing to music
- Playing a game or doing a puzzle together
- “Free choice” time at the end of the day
- A field trip
- A song, dance, or performance by the teacher or students
- A book read aloud to the class by the teacher

### **School Supplies**

- Pencils: colored or with logos or other decorations
- Pens
- Erasers
- Stencils
- Notepads/notebooks
- Boxes of crayons
- Stamps
- Plastic scissors
- Highlighters
- Chalk (e.g., sidewalk chalk)
- Markers
- Coloring books
- Rulers
- Glitter
- Pencil sharpeners, grips, or boxes
- Gift certificate to the school store
- Bookmarks

### **Sports Equipment and Athletic Gear**

- Paddleballs
- Frisbees
- Water bottles
- NERF balls
- Hula-hoop
- Head and wrist sweat bands
- Jump rope

### **Toys/Trinkets**

- Stickers
- Yo-yos
- Rubber balls
- Finger puppets
- Stuffed animals
- Plastic or rubber figurines
- Toy cars, trucks, helicopters, or airplanes
- Plastic sliding puzzles or other puzzle games

- Slinkies
- Gliders
- Magnifying glasses
- Spinning tops
- Marbles
- Jacks
- Playing cards
- Stretchy animals
- Silly putty
- Bubble fluid with wand
- Balloons
- Capsules that become sponges/figures when placed in water
- Inflatable toys (balls, animals)
- Small dolls or action figures

### **Miscellaneous**

- Key chains
- Flashlights
- Cups
- Magnets
- Crazy straws
- Backscratchers
- A plant, or seeds and pot for growing a plant
- Books

**A token or point system, whereby children earn points that accumulate toward a bigger prize. Possible prizes include those listed above and:**

- Gift certificate to a bookstore or sporting goods store
- Step counter (pedometer)
- Sports equipment, such as tennis racket, baseball glove, soccer ball, or basketball

Children can be given fake money; tokens, stars, or a chart can be used to keep track of the points they have earned. Points can be exchanged for privileges or prizes when enough are accumulated.

A point system also may be used for an entire class to earn a reward. Whenever individual children have done well, points can be added to the entire class' "account." When the class has earned a target number of points, then they receive a group reward

- Appendix 2

***Eating a variety of fruits and vegetables is healthy, but care must be taken to ensure fruits and vegetables do not become contaminated with harmful bacteria. These harmful bacteria may be on fruits and vegetables, hands, and kitchen counters and sinks, even when they look, feel, or smell clean.***

#### **WASH YOUR EQUIPMENT**

- All cut or prepared fruits and vegetables should be stored in the refrigerator along with many types of whole fruits and vegetables.
- Clean the sink with hot, soapy water or cleanser **before** and **after** washing and preparing fresh fruits and vegetables.
- Always wash cutting boards and preparation areas before and after food preparation. Wash preparation areas and utensils especially well after preparing meat, poultry, or fish and before preparing foods that will be eaten without cooking.

**Washing with soap or detergent removes soil and food, but it removes only some bacteria. For additional safety, always sanitize cutting boards and food preparation areas after cutting meat, poultry, or fish, or any produce item with visible dirt or that grows on or in the ground. Sanitize by one of the following methods:**

- Pour boiling water over the clean wood or plastic cutting boards for 20 seconds.
- Rinse clean wood and plastic cutting boards with a solution of 1 teaspoon chlorine bleach in 1 quart (4 cups) of water.
- Place plastic cutting boards in the dishwasher and run, using normal cleaning cycle.

#### **WASH YOUR HANDS**

Always wash hands with hot, soapy water for at least 20 seconds before and after handling fresh fruits and vegetables.

#### **WASH YOUR PRODUCE**

- Always wash fruits and vegetables just before cooking or eating.
- Wash under running water.
- When possible, scrub fruits and vegetables with a clean scrub brush or with hands.
- For melons, rinse with a diluted bleach solution (1 tsp per 1 quart)
- Dry fruits and vegetables with **disposable** paper towels.
- ***Do not use antibacterial soaps or dish detergents to wash fruits and vegetables because soap or detergent residues can remain on the produce.***
- Soaking fruits and vegetables in water is not recommended because of the potential for cross-contamination.
- Remove outer green leaves from items like lettuce or cauliflower **before** washing. Trim the hull or stem from items like tomatoes, strawberries, and peppers **after** washing.
- Ready-to-eat, pre-washed, bagged produce can be used without further washing if it has been kept refrigerated and is used by the “use-by” date. If desired, produce can be washed again under running water.
- Precut or pre-washed produce sold in **open** bags or containers should always be washed under running water before using.

#### **REFRIGERATE ALL LEFTOVERS**

- Peel leftover melons and store the fruit in the refrigerator.
- Store all cut produce in a clean container in the refrigerator.



## Appendix 3

### **Family Involvement Activities**

#### **Traditional meals/refreshments with a healthy twist**

Soup and Salad Night  
Sub Sandwich Night  
Frozen Yogurt Sundaes  
Fruit Smoothie Night

#### **Traditional Games with a Healthy Twist**

Ring toss – bottles of water, juice or Gatorade  
Fruit Frenzy (cake walk) – with pieces of fruit, fruit leather, individual fruit cups  
Velcro Toss – Use My Plate and reward with a healthy food from the area hit

#### **Alternate Activities**

Mock supermarket  
Trail mix station  
Dancing  
Face painting  
Karaoke  
Nail tattooing  
Hair braiding  
Jump rope contest  
Cheerleading/Dance instruction  
Basketball shootout  
Arts and craft projects  
Plant a garden – start seeds  
Obstacle course  
Mile walking course  
Fitness trail  
Cholesterol, Blood pressure and Blood sugar screenings  
Health trivia contest  
BMI, Body fat and weight measurements  
Food art

#### **Presentations**

Local aerobic instructor to lead exercise class  
Local marshal arts demonstration  
Healthy cooking demo  
Sun safety  
Line dance demonstration  
Reflexology  
Jump rope demonstration  
Cheerleading/Dance Team  
Track and field athletes  
Introduction to pedometers  
Introduction to the president's fitness challenge  
Horticulture professional  
Seat belt safety – Police  
Hand washing activities (Glo-Germ)