

San Gabriel Unified School District Wellness Council Meeting (SGUSD-WC)

Minutes

5/1/18

3:15-4:30 PM

District Education Center

In Attendance:

Kathy Leon (Lead Nurse), **Kristin Fyfe** (Food Services Consultant), **Hillary Tran** (Elementary School Nurse), **Estella Villena** (Roosevelt Teacher), **Florence Simpson** (Washington Parent), **Lon Sellers** (Del Mar Principal), **Socorro Beti Martinez** (Roosevelt Teacher), **John Herren** (Director of Student Support Services), **William Wong** (Coolidge Principal), **Mary Edkins** (Washington Teacher), **Marci Raney** (Occidental College Professor), **Ruo Qiu** (Occidental College Student), **Cheryl Wilson** (Roosevelt Principal), **Florence Lin** (Asian Youth Center), **Yvette Raya-Dominguez** (Gabrielino Nurse)

The minutes from the February 27, 2018 Wellness Council meeting were reviewed and approved.

Taste Test

The Wellness Council sampled pollo asado tacos and blueberry parfaits to rate them on the same forms that students use to rate taste test items. The pollo asado is a potential item for school lunch, and the parfaits are current breakfast items. Cheryl mentioned that students like to be able to make their own tacos or burritos. However, it would help if the salsa were labeled as mild, spicy, etc. because the students ask how spicy it is before deciding if they want it.

The Wellness Council reviewed the results of all student taste tests to date. The most popular item was the carnitas and the least popular item was the cherry blossom chicken.

Results of the Wellness Council's taste test forms:

Ratings	Pollo Asado		Parfait	
Excellent :D :D	3	33%	6	86%
Very Good :D	5	56%	1	14%
OK :	1	11%	0	0%
Not Good :(0	0%	0	0%

	Would you try again?		Would you like to see the item on the menu?	
Pollo asado only	1	14%	0	0%
Parfait only	1	14%	1	14%
Both	5	71%	6	86%
Neither	0	0%	0	0%

Improvements to the Draft Wellness Assessment for Fall 2018

Marci plans to email suggested improvements to the draft wellness assessment that was shared at the February Wellness Council meeting. Other Wellness Council members are invited to do so as well.

Other Indicators for Assessment of Compliance with Wellness Policy

Kathy and Kristin shared a PowerPoint on the other indicators of compliance as required by the SGUSD Wellness Policy. Information about PE and nutrition curricula come from the wellness survey, but better data could likely be found by partnering more closely with Educational Services in the future. Wellness Council members noted that while SGUSD generally did better than County and State averages for the Fitnessgram, abdominal strength was low in 5th grade, and trunk extension strength was low in 9th grade.

For student participation rates in school meal programs, compared to percentage of students eligible for free and reduced-price meals, it was noteworthy that having free meals increases participation in the program. Food Services waives the entire cost for students eligible for reduced price meals, so their participation is as high as or higher than students eligible for free meals. At Roosevelt, where all students eat for free regardless of income, participation is even across family income levels.

Breakfast participation was much lower than lunch participation, so there was a discussion of options for students who don't arrive in time to eat breakfast before school, such as second chance breakfast (breakfast provided at recess), and breakfast in the classroom.

It was also noteworthy that no food fundraising applications have come to Food Services. Food fundraisers that take place on campus during the school day must be approved by the principal and the Food Services Director, according to SGUSD policy.

WellsAT Evaluation of Wellness Policy and Discussion of Policy Update

The WellsAT is a tool to help school districts look for possible ways to improve the wellness policy, as part of the triennial assessment of the policy. SGUSD's wellness policy scored an 83 in total comprehensiveness and a 44 in total strength on the WellsAT, as compared with a 54 and 15, respectively, for the CSBA model wellness policy. Wellness Council members reviewed areas in which the SGUSD wellness policy scored a 1 or a 0 to see if there would be any areas where it would be beneficial to make changes.

The Wellness Council also reviewed the CDE's tool "Does Your Local School Wellness Policy Measure Up?" One area of possible concern is the statement "LEA has designated at least one school official by position or title who has the authority and responsibility to ensure each school complies with policy." Currently, SGUSD's Wellness Policy reads "The Superintendent shall designate one or more district or school employees, as appropriate, to ensure that each school site complies with this policy." This gives the district flexibility in who enforces the policy at each school site, but we would likely need to check with the CDE to ensure that this language satisfies the requirement as they interpret it.

Florence Simpson mentioned that some CDE staff have required individual notifications of the wellness policy, wellness council, and how to get involved. SGUSD has posted information on the website, provided flyers at community events, and sent flyers to the schools to place in the school offices. However, that might not be enough depending on the interpretation of the CDE consultant who reviews

SGUSD's efforts. To be sure, information about school wellness council could be included in the registration packet, school meals application, or a blurb added to information packet from principals.

Updates from Schools and Community

There are new garden beds for 1st grade at Washington as part of a Gold Award for Girl Scouts.

Roosevelt is expanding its community area. Jayden Raymundo from Gabrielino will be making a checkerboard beyond garden area. Roosevelt bought benches to create a reading area, and planted a tree that Jefferson gifted to Roosevelt.

Washington's walk-a-thon raised almost \$5,000. They are coming up on last few weeks of the walking club initiated by a 4th grade teacher. Some parents go out to volunteer. The walking club is from 8:00 AM – 8:30 AM before school on Tuesdays and during recess on Thursdays. Weekly leaders are announced to students.

Coolidge had a jog-a-thon as well.

Student from Roosevelt wants carne asada (carnitas) more often would like to see hot dogs on the menu.

Goodies such as hula hoops, yoga books, jump ropes, etc. will be sent to elementary schools and Asian Youth Center (prior to 4th of July event).

The next meeting will be held Fall 2018.

Meeting Adjourned at 4:30 PM

School Meals Taste Test Results to Date as of April 30, 2018

Item	Try Again	See On Menu	Excellent or Very Good	Number of students tasting
Carnitas	90%	92%	90%	151
Beef Teriyaki with Broccoli & Rice	70%	80%	90%	10
Chicken Strips	N/A	N/A	87%	47
Tangerine Chicken	82%	79%	76%	76
Biscuit	78%	78%	74%	110
Fruit Cup	N/A	N/A	73%	79
Ravioli	79%	82%	72%	90
Tamales	70%	74%	72%	121
Chicken Sandwich	N/A	N/A	71%	83
Vegetarian Chili	68%	73%	65%	220
Bean & Cheese Burrito	62%	66%	65%	189
Spinach Salad	78%	67%	61%	9
Frittata	66%	68%	60%	109
Pupusa	54%	61%	44%	152
Egg Cheese & Chorizo Burrito	46%	47%	43%	187
Cherry Blossom Chicken	43%	32%	34%	77



Additional Indicators for Assessment

Per our Wellness Policy

“The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the contents and implementation of this policy. He/she shall periodically measure and make available to the public an assessment of the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC [1758b](#))

To determine whether the policy is being effectively implemented districtwide and at each district school, the following indicators shall be used:

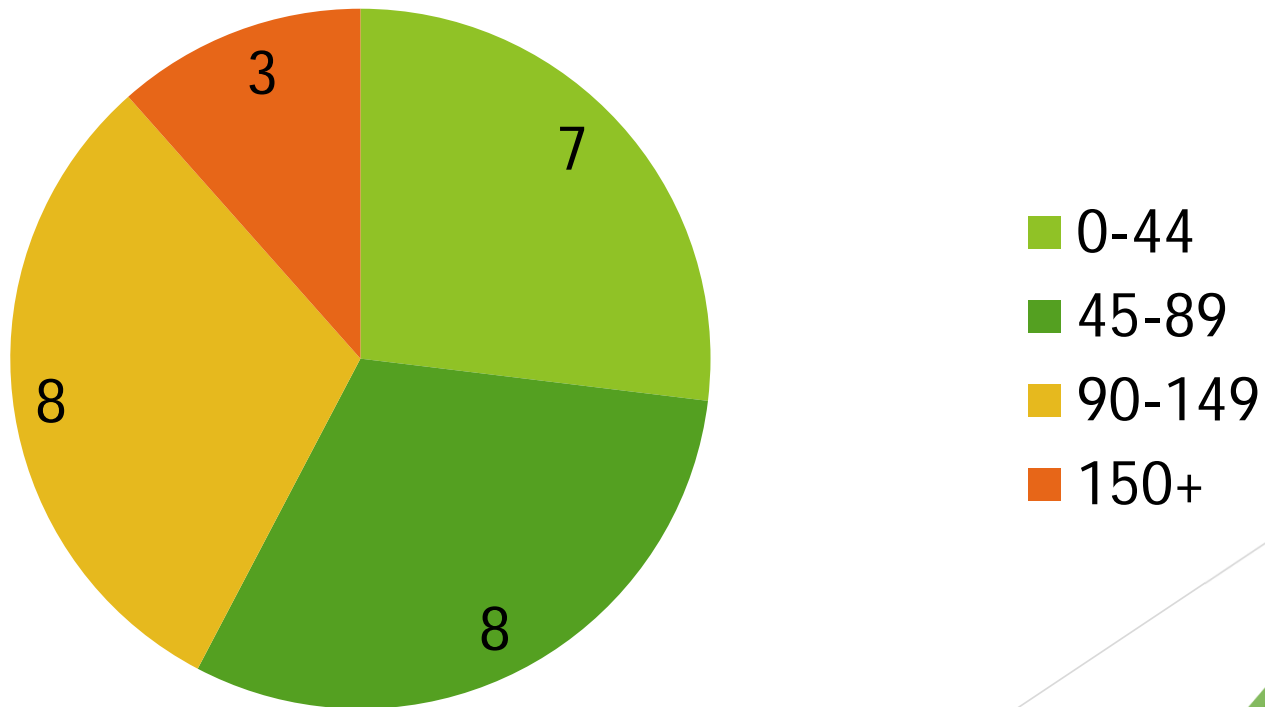
1. Descriptions of the district's nutrition education, physical education, and health education curricula by grade level

Based on the survey...

Aside from health teachers intermediate and high school, teachers said there was no nutrition curriculum. Some use Dairy Council. Upper elementary, middle school, and high school teachers know their PE curriculum, but not lower elementary.

2. Number of minutes of physical education instruction offered at each grade span

Average Minutes PE/Week



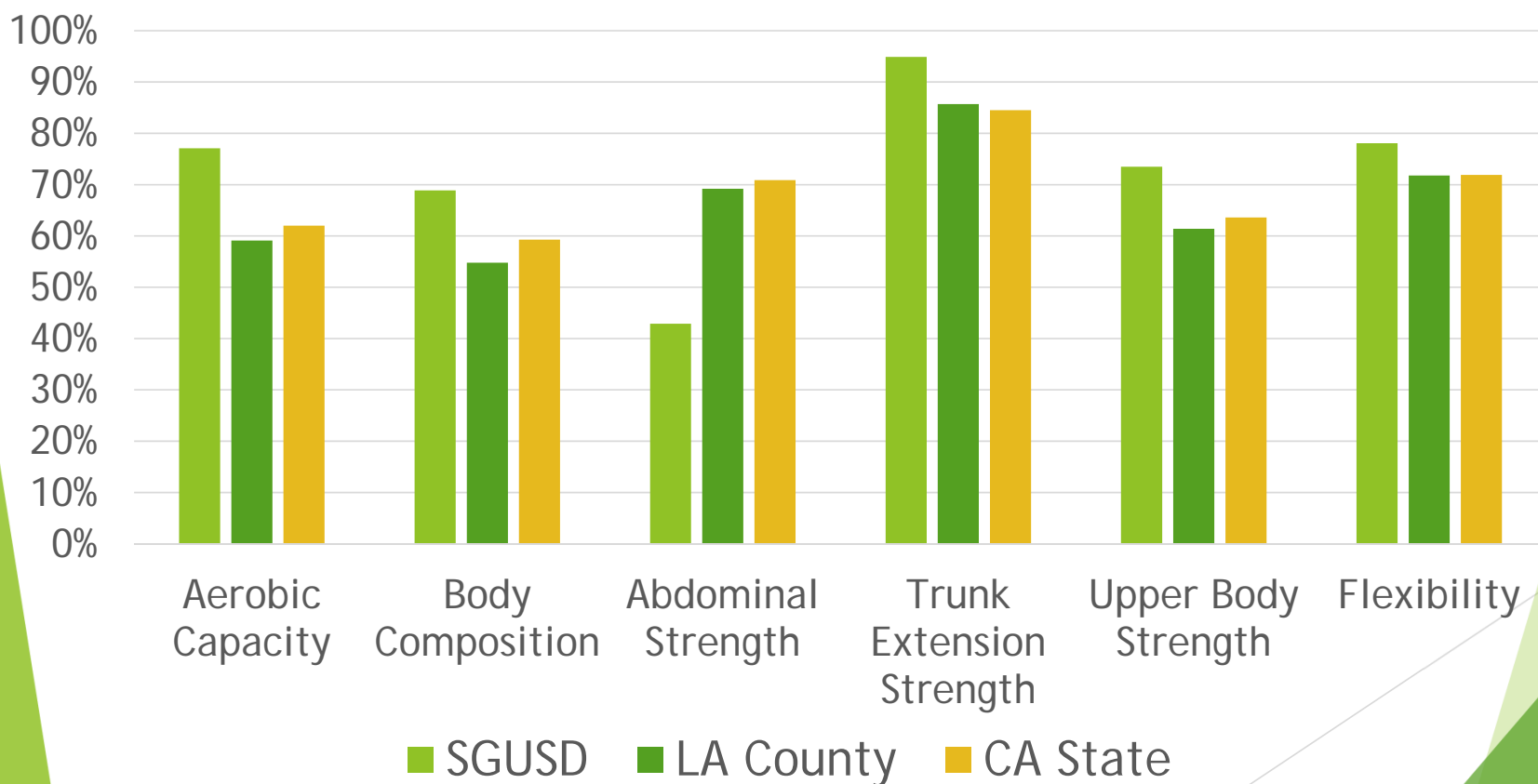
3. Number and type of exemptions granted from physical education

To maximize their activity level and skills while staying safe, students with medical difficulties participate in adapted or modified PE or, with doctor's orders, participate to their tolerance level. There is currently one medical exemption in the district.

Most exemptions are for students grades 10-12 that have already completed their PE graduation requirements per CA Ed Code.

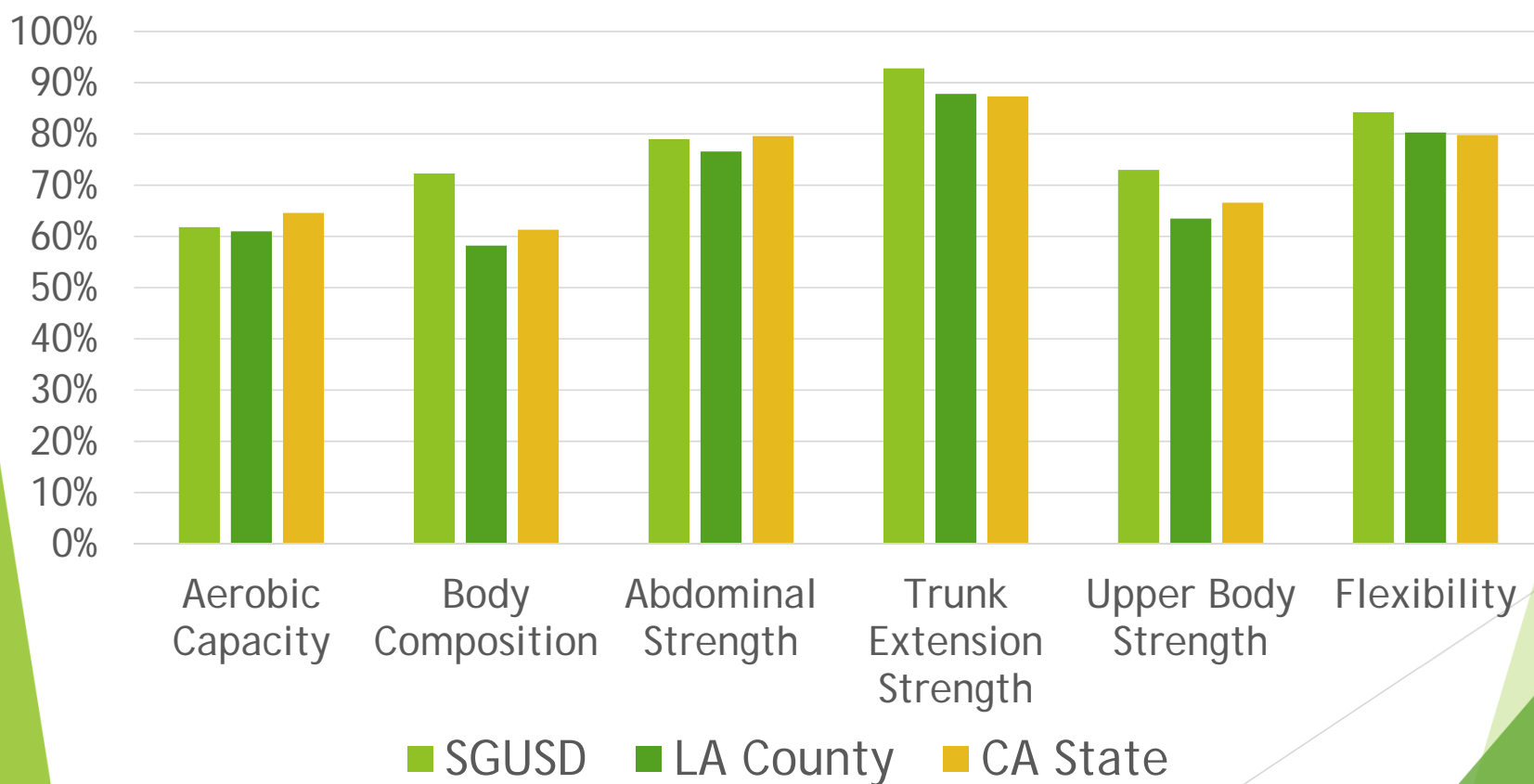
4. Results of the state's physical fitness test

Grade 5 Students in Healthy Fitness Zone



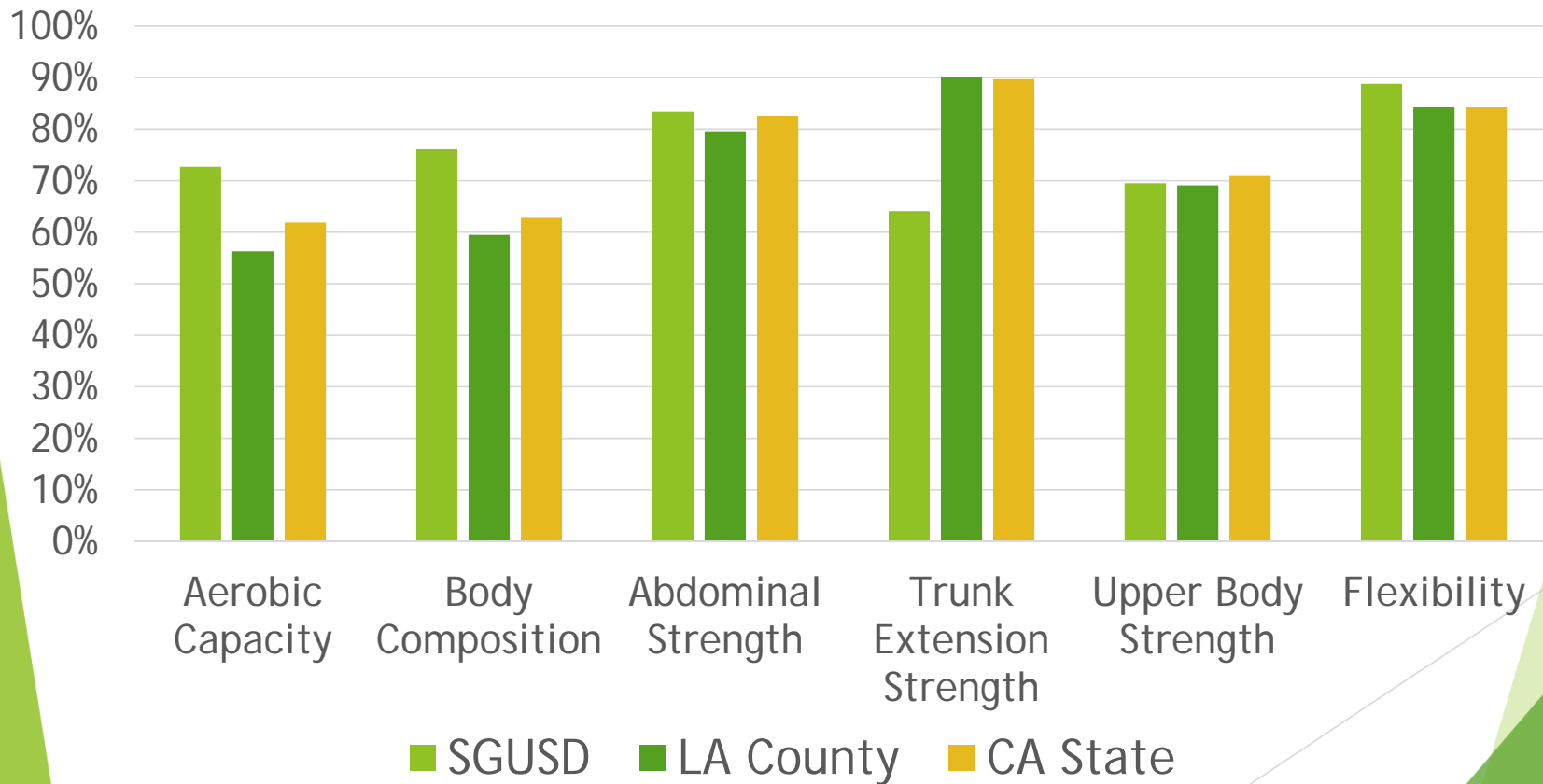
4. Results of the state's physical fitness test

Grade 7 Students in Healthy Fitness Zone



4. Results of the state's physical fitness test

Grade 9 Students in Healthy Fitness Zone



5. An analysis of the nutritional content of meals served based on a sample of menus



2018

COOLIDGE SCHOOL

WASHINGTON SCHOOL

Daily Entree Choice

Monday

Chicken Caesar Salad

or

Ham Sandwich

Tuesday

Southwest Salad

or

Turkey & Cheese

Sandwich

Wednesday

Asian Chicken Salad

or

Ham & Cheese

Sandwich

Thursday

Chef's Salad

or

Turkey & Cheese

Sandwich

Friday

Tuna Salad

or

Ham & Cheese

Sandwich

Yogurt, granola
& string cheese
offered daily

All Salads come with a
whole grain Roll

ALL LUNCHES INCLUDE
CHOICE OF:
- 1% White or Nonfat
Chocolate Milk
- 100% Fruit Juice Selection
- Celery/Carrot Sticks
-
Students must pick a fruit or

Online Applications for free and reduced
meals are available at schoolcafe.com.
applications are still being accepted for 2017-2018 School year.
If your application is not renewed or does not qualify,
you will be billed for meals charged by your student
Food Service Office 626 451-5454

TARGET NUMBERS
for KC-5
Cal 550-650
Sat. Fat 10%
Sodium 1230 Mg
no trans fat in our menu

Monday	Tuesday	Wednesday	Thursday	Friday	Nutrients
9 Personal Pepperoni Pizza corn fresh apple	10 Chicken Teriyaki w/rice Asian vegetables fresh pear Star cookie	11 Mini Tacos (w/g tortilla) pinto beans banana	12 Chicken Sandwich vegetarian baked beans fresh orange	13 Mac & Cheese green beans kiwi	Cal 640 S.Fat 5.5 G (7.7 %) Sodm 1114.25 Mg
16 Beef Rib-Be-Que corn fresh apple	17 Grilled Cheese Sandwich vegetarian baked beans kiwi	18 Pepperoni Pizza Wedge (on whole grain crust) mixed salad banana	19 Chicken Strips aloha roll green beans apple slices	20 Veggie Chili Cheese Nachos corn fresh orange	Cal 599 S.Fat 5.1 G (7.7 %) Sodm 983.07 Mg
23 Corn Dog (whole grain low fat) vegetarian baked beans fresh apple	24 Personal Pepperoni Pizza mixed salad fresh pear	25 Park Carnitas w/flour tortillas pinto beans banana	26 Popcorn Chicken w/aloha roll corn fresh orange	27 Ravioli corn star green beans fresh apple	Cal 626 S.Fat 5.4 G (7.8 %) Sodm 916.35 Mg
30 Chicken Strips aloha roll cowboy beans apple slices					Cal 631 S.Fat 4.1 G (5.8 %) Sodm 882.09 Mg

Online payment now available at:
schoolcafe.com

Lunch \$2.25 Red. 0

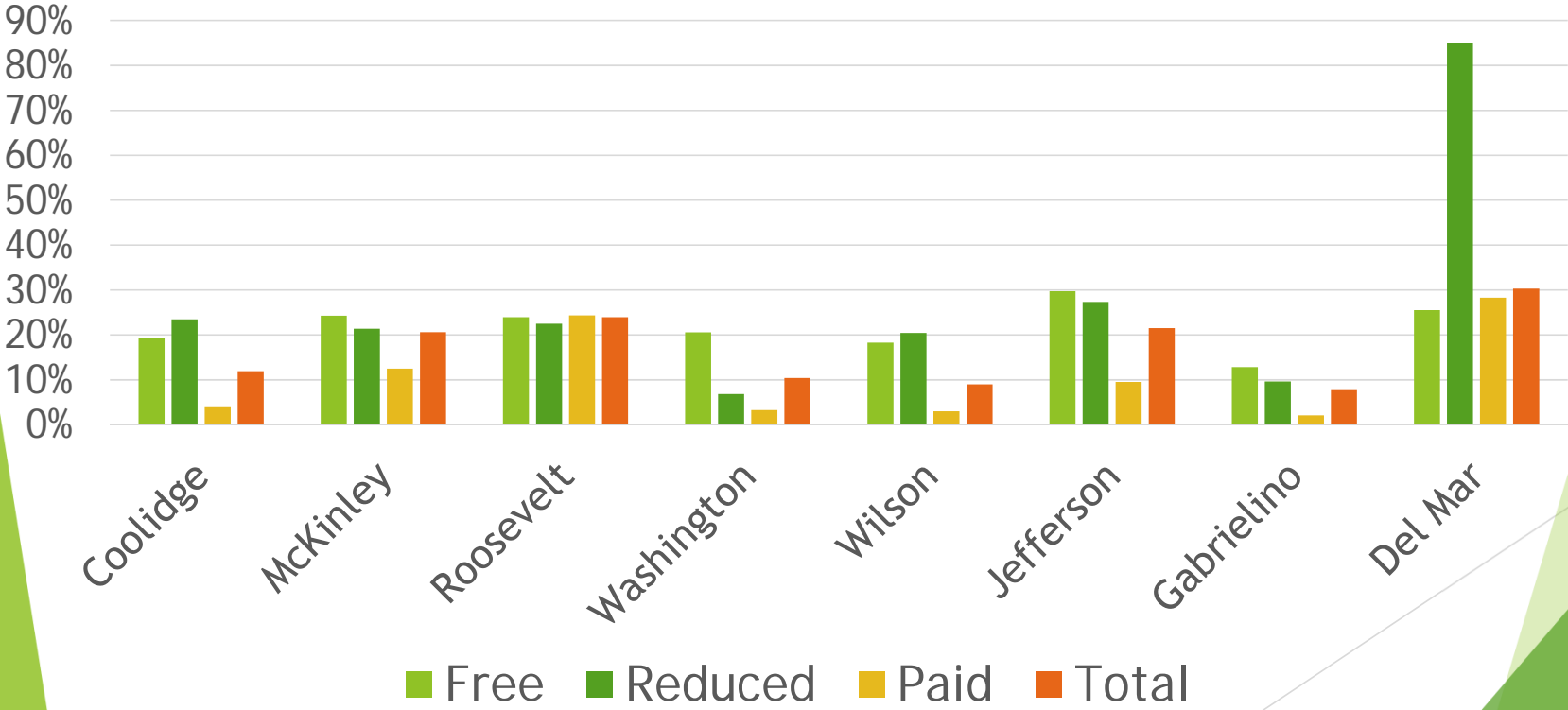
SGUSD WE RESERVE THE RIGHT TO SUBSTITUTE ANY ITEMS
THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER

6. Student participation rates in school meal programs, compared to percentage of students eligible for free and reduced-price meals



6. Student participation rates in school meals

Percentage Eating School Breakfast by Eligibility, April 2018 Averages



6. Student participation rates in school meals

Percentage Eating School Lunch by Eligibility, April 2018 Averages



7. Number of sales of non-nutritious foods and beverages in fundraisers or other venues outside of the district's meal programs

A few respondents said their school(s) is/are only 75% of the way to compliance. Others said they're not sure that documentation of compliance is maintained. There may be a need for Smart Snacks trainings at sites.

8. Feedback from food service personnel, school administrators, the school health council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons

See overview of Fall 2017 Wellness Assessment results

9. Any other indicators recommended by the Superintendent and approved by the Board

None at this point



Posting Requirements

Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all main school, offices, cafeterias or in other central eating areas. (Education Code [49432](#))

Each school shall also post an updated summary of nutrition and physical activity laws and regulations prepared by the California Department of Education."

WellSAT 2.0

The Wellness School Assessment Tool 2.0 provides a standard method for the quantitative assessment of school wellness policies. Such policies have been required since 2006 in all school districts participating in the National School Lunch Program. This tool offers a consistent and reliable means of assessing the comprehensiveness and strength of school wellness policies within or among states. It was developed in 2010 and updated in 2014 by researchers funded by the Robert Wood Johnson Foundation.

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Rating Guidance

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How to Rate Policy Statements

School wellness policies are evaluated based on the degree to which they address 78 policy items, which are categorized into six sections. The sections include Nutrition Education, Standards for USDA Child Nutrition Programs and School Meals, Nutrition Standards for Competitive and Other Foods and Beverages, Physical Education and Physical Activity, and Implementation, Evaluation and Communication.

For each of the 78 policy items, school wellness policy statements are to be rated “0,” “1,” or “2,” using the definitions below. This evaluation tool lists each policy item followed by an explanation of the item and examples of “1” and “2” statements.

Rating		Explanation
0	= Not Mentioned	The item is not included in the text of the policy.
1	= Weak Statement	<p>Assign a rating of “1” when the item is mentioned, <i>but</i>:</p> <ul style="list-style-type: none"> • The policy will be hard to enforce because the statement is <i>vague, unclear, or confusing</i>. • Statements are listed as <i>goals, aspirations, suggestions, or recommendations</i>. • There are <i>loopholes</i> in the policy that weaken enforcement of the item. • The policy mentions a <i>future plan to act</i> without specifying when the plan will be established. <p>Words often used include: <i>may, can, could, should, might, encourage, suggest, urge, some, partial, make an effort, and try</i>.</p>
2	= Meets / Exceeds Expectations	<p>Assign a rating of “2” when the item is mentioned, and it is clear that the policy makers are committed to making the item happen because:</p> <ul style="list-style-type: none"> • The item is described using specific language (e.g., a concept followed by concrete plans or strategies for implementation). • Strong language is used to indicate that action or regulation is required, including: <i>shall, will, must, have to, insist, require, all, total, comply and enforce</i>. • A district is unable to enforce an item (e.g., teachers role modeling healthy behaviors), but the goal is clearly stated (e.g., “shall encourage teachers to role model healthy behaviors”).

Evaluating Hint: One method for deciding between a rating of “1” and a “2” is to consider the scenario of a parent approaching a school district’s board of education to discuss an issue. If the policy is ambiguous on how the school should handle the issue at hand, rate the item as “1.” If the written policy gives clear guidance about how to decide whether the school complies with the policy, rate the item as “2.”

Note: Many districts have policies in place that may impact or overlap with the district wellness policy. For example, many school boards have a stand-alone policy addressing student transportation that may address biking to school. If biking to school is also covered in the wellness policy, it is important to align the content of the two policies to avoid sending contradictory messages to the school community.

How to Score School Wellness Policies

The WellSAT 2.0 will give you two scores: a **comprehensiveness** score, which reflects the extent to which recommended content areas are covered in the policy; and a **strength** score, which describes how strongly the content is stated. Both scores range from 0-100, with lower scores indicating less content and weaker language, and higher scores indicating more content and use of specific and directive language.

Score	Explanation
Comprehensiveness Score by section	Comprehensiveness is calculated by counting the number of items in each section rated as “1” or “2,” dividing this number by the number of policy items in the section, and multiplying this number by 100.
Strength Score by section	Strength is calculated by counting the number of items in each section rated as “2,” dividing this number by the number of policy items in the section, and multiplying this number by 100.
Total Comprehensiveness	Total comprehensiveness is calculated by counting the number of items rated as “1” or “2,” dividing this number by the total number of policy items (78) in all five sections, and multiplying this number by 100.
Total Strength	Total strength is calculated by counting the number of items rated as “2,” dividing this number by the total number of policy items (78) in all five sections, and multiplying this number by 100.

The example below shows the calculation of sample scores for Section 1.

Section 1. Nutrition Education		Rating
NEWP1	Nutrition curriculum provided for each grade level.	0
NEWP2	Links nutrition education with the school food environment.	1
NEWP3	Nutrition education teaches skills that are behavior-focused.	2
NEWP4	Encourages staff to be role models for healthy behaviors.	1
NEWP5	Specifies district using Centers for Disease Control and Prevention’s (CDC) Coordinated School Health Program (CSHP) model or other coordinated/comprehensive method.	0
NEWP6	Specifies how district will engage parents, students or community to provide information and hear feedback to meet district wellness goals.	0
NEWP7	Specifies marketing to promote healthy choices.	1
Subtotal for Section 1 Nutrition Education	Comprehensiveness Score <i>Count the number of items rated as “1” or “2” and divide this number by 7. Multiply by 100. Do not count an item if the rating is “0.”</i>	57
	Strength Score <i>Count the number of items rated as “2” and divide this number by 7. Multiply by 100.</i>	14

Comprehensiveness Score = Three items are rated as “1” and one items is rated as “2,” for a total of 4 items. Four divided by 7 equals 0.57, multiplied by 100 for a score of 57.

Strength Score= One item is rated as “2.” One divided by 7 equals 0.14, multiplied by 100 for a score of 14.

In Section 3, item responses may vary if regulations are specific to elementary, middle and high schools. You can assign a score for each grade level. The final score for the item will be the average of the three responses given. Averages should be rounded up.

Section 1. Nutrition Education

NEPE1: There is a standards-based nutrition curriculum, health education curriculum or other curriculum that includes nutrition

0: Not mentioned

1: Vague and/or suggested

Example: "Enable students, through a comprehensive curriculum, to acquire the knowledge and skills necessary to make healthy lifestyle choices."

2: Clear that district has a nutrition curriculum or health education curriculum that includes nutrition

Example: "Nutrition lessons are integrated into the curriculum and the health education program."

NEPE2: All elementary school students receive nutrition education

0: Not mentioned

1: Suggested. It is unclear if all elementary school students will receive nutrition education.

Example: "Nutrition lessons will be designed for integration into the curriculum and the health education program."

2. Required. It is clear that all elementary students will receive nutrition education

Example: "Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12)."

NEPE3: All middle school students receive nutrition education

0: Not mentioned

1: Suggested. It is unclear if all middle school students will receive nutrition education.

Example: "Nutrition and physical activities lessons will be designed for integration into the curriculum and the health education program."

2. Required. It is clear that students in every grade will receive nutrition education

Example: "Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12)."

NEPE4: All high school students receive nutrition education

0: Not mentioned

1: Suggested. It is unclear if all high school students will receive nutrition education.

Example: "Nutrition and physical activities lessons will be designed for integration into the curriculum and the health education program."

2: Required. It is clear that students in every grade will receive nutrition education

Example: "Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12)."

NEPE5: Links nutrition education with the school food environment

0: Not mentioned

1: Vague and/or suggested

Example: "The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity."

2: Requires that nutrition education be integrated into the larger school environment in concrete ways.

Examples:

"The nutrition education program shall work with the school meal program to develop school gardens and use the cafeteria as a learning lab."

"Field trips: Children will have an opportunity to visit local farms where produce is purchased for school meals."

NEPE6: Nutrition education teaches skills that are behavior-focused

0: Not mentioned

1: Nutrition education for development of behavioral skills is suggested.

Examples:

"All students should have the skills necessary to make nutritious food choices."

"Students will receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors."

2: Statement that skill-based nutrition education is required OR specific skills are identified and required (e.g., media awareness, menu planning, reading nutrition facts labels).

Examples:

"Nutrition education will incorporate lessons helping children acquire skills for reading food labels and menu planning."
"Schools will provide nutrition education lessons that cover topics such as reading a Nutrition Facts label."

NEPE7: Nutrition education is sequential and comprehensive in scope

0: Not mentioned

1: It is suggested that nutrition education is comprehensive and/or sequential

Examples:

"...should provide high quality nutrition education."

2: Statement that nutrition education is sequential OR is grade-appropriate

Examples:

"Nutrition education curriculum is aligned with state and federal learning objectives and standards."

Section 2. Standards for USDA Child Nutrition Programs and School Meals

SM1: Addresses access to the USDA School Breakfast Program

0: Not mentioned

1: Encourages or suggests participation in the School Breakfast Program.

Examples:

"The district shall make every effort to offer school breakfast."

"The district shall operate under USDA regulations for all of its school food programs."

2: Includes language to institutionalize the School Breakfast Program (e.g., specific reference to USDA, School Breakfast Program or CFR Part 220).

Example: "All schools will provide breakfast through the USDA School Breakfast Program."

SM2: Addresses compliance with USDA nutrition standards for reimbursable meals.

0: Not mentioned

1: Vague and/or suggested.

Examples:

"Meals offered are nutrient-dense and include whole grains, fruits, and vegetables."

"...all foods sold/served on campus will meet USDA Dietary Guidelines" (and no other mention about school meal programs in the policy that would alter the coding for this item)

2: Policy states that school meals are required to meet or are in compliance with USDA nutrition standards

Example:

"... shall ensure that all reimbursable school meals meet current USDA nutrition standards."

SM3: School meals meet standards that are more stringent than those required by the USDA.

0: Not mentioned

1: Suggested or recommended

"Schools are encouraged to serve fruit instead of juice and to phase out juice during the coming year."

2: Exceed USDA standards in some way

Examples:

"School meals will meet all current USDA nutrition standards. In addition, only unflavored, white milk will be sold with school breakfast and lunch."

"Juice will not be served as a substitute for fruit and vegetables."

"Fish is on the menu at least one time per week."

SM4: District takes steps beyond those required by federal law/regulation to protect the privacy of students who qualify for free or reduced priced meals.

NA: All schools qualify for community eligibility

0: Not mentioned

1: Vague/suggested

Example: "The district will consider whether additional steps should be taken to ensure that students qualifying for free or reduced priced meals are not overtly identified in any way."

2: District has implemented plans to protect student privacy (in addition to following relevant regulations)

Examples:

"The cafeterias are cashless—all students, regardless of the type of payment they make for school meals, or the food being purchased (meal or a la carte) are given a code to enter at the cash register."

"Competitive foods are sold from the same lines as reimbursable meals."

"Competitive foods are not sold during lunch periods."

SM5: USDA National School Lunch Program and School Breakfast Program standards are described in full (or a link to the standards is provided in the wellness policy)

0: Not mentioned

1: Some, but not all of the standards are outlined in the wellness policy

Example: "Only fat-free and low-fat, unflavored milk will be available for purchase with breakfast and lunch." (no other standards described)

2: USDA standards are included in the policy or a working link to the USDA website is provided.

SM6: Specifies strategies to increase participation in school meal programs

0: Not mentioned

1: Mentions vague and/or suggested strategies

Examples:

"School meals shall be made attractive to students by appealing to their taste preferences."

"To the extent possible, school and transportation schedules shall be designed to encourage participation in school meal programs."

2: Requires specific strategies such as limiting access to competitive foods in the cafeteria, requiring that all high school students have a scheduled lunch period, prohibiting students from promotional mailings or events, use of Smarter Lunchroom strategies, altered bus schedules, student input on the menu, "Grab and Go" or Breakfast in the Classroom.

Examples:

"Students will have the opportunity to provide input on local, cultural, and ethnic favorites."

"Shall provide periodic food promotions to encourage taste testing of healthy new foods being introduced on the menu."

"Morning bus routes will be scheduled to allow students to arrive at school in time to eat breakfast."

"Tutoring, club or organizational meetings will not be scheduled during the lunch period unless students are allowed to purchase lunch to be consumed during meetings"

"The district shall use the USDA's Smarter Lunchroom tools and other resources available on the USDA website."

"The district discourages consumption of competitive foods *in place of* school meals by limiting competitive food choices during mealtimes in the cafeteria."

"Items meeting Smart Snack standards, but traditionally served as dessert, such as cookies and ice cream, shall not be sold to students during the lunch period"

"Snack foods may not be purchased during meals."

SM7: Addresses students leaving school during lunch periods

0: Not mentioned

1: Closed campus is recommended or suggested

Example: "High school administrative staff will strive to manage the lunch period schedule in a way that ensures adequate space and time for all students to eat, with the goal of eliminating the need for an "open campus" policy."

2: Students are prohibited from leaving campus for lunch/there is a "closed campus" policy in place

Example: "The district has a closed campus policy. School staff may not provide permission for students to leave campus for the purpose of obtaining lunch."

SM8: Ensures adequate time to eat.

0: Not mentioned

1: Vague and/or suggests a specific amount of time

Examples:

"Schools are encouraged to permit all full-day students a daily lunch period of not less than 20 minutes."

"Personnel will schedule enough time so students do not have to spend too much time waiting in line."

2: Requires meal periods to include at least 20 minutes of "seat time" for lunch and/or at least 10 minutes of "seat time" for breakfast.

Examples: "After obtaining food, students will have at least 20 minutes to eat lunch."

SM9: Ensures annual training for food and nutrition services staff in accordance with USDA Professional Standards

(Available: <http://www.fns.usda.gov/sites/default/files/CN2014-0130.pdf>)

0: Not mentioned

1: Training suggested, but unclear if USDA requirement is met

Example: "All food service personnel will have adequate training in food service operations."

2: It is clear that USDA requirement for training and/or continuing education is being met.

Example: "The USDA Professional Standards for State and Local Nutrition Programs are followed to ensure that professional development in the area of food and nutrition is provided for food service directors, managers and staff."

SM10: Addresses school meal environment

0: Not mentioned

1: Vague or suggested.

Example: "...will strive to make the cafeteria a pleasant environment for meals."

2: Requires specific strategies (ensures adequate space/seating, supervision, a clean, pleasant environment, etc.)

Example: "Appropriate supervision shall be provided in the cafeteria and rules for safe behavior shall be consistently enforced."

SM11: Nutrition information for school meals (e.g., calories, saturated fat, sodium, sugar) is available to students and parents.

0: Not mentioned

1: Available, but not disseminated widely

Example: "Will provide nutrition information to parents upon request."

2. Specific and required

Examples:

"Will share and publicize information about the nutritional content of meals with students and parents."

"Nutrition information for meals is made available in the cafeteria at the point of sale."

SM12: Specifies how families are provided information about determining eligibility for free/reduced priced meals.

NA: All schools qualify for community eligibility

0: Not mentioned

1: Vague/suggested

Example: "Parents should be informed that the application is available online and should be completed by..."

2: Clear procedure for providing information is in place

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

SM13: Recess (when offered) is scheduled before lunch in elementary schools

0: Not mentioned

1: Recommended or weakened by principal discretion

Example: "Schools will be encouraged to schedule recess before the lunch period"

2: Required

Example: "All children will participate in daily recess which will be scheduled prior to the lunch period."

SM14: Free drinking water is available during meals.

0: Not mentioned

1: Drinking water is available, but not easily accessible

Examples:

"Drinking water is available in the cafeteria upon request."

"Students will be permitted to leave the cafeteria during meals to obtain water from a drinking fountain."

2: Free drinking water is available for self-service in the cafeteria

Example: "Students will be made aware of the availability of water during meals. Water jugs and cups will be present in the cafeteria and supervisory staff will allow students to access water throughout the meal period"

Section 3. Nutrition Standards for Competitive and Other Foods and Beverages

Note: This section relates to sale or service of foods **outside USDA school meals** (competitive foods) only. If a district wellness policy contains a statement regulating "all foods" at school, and it is unclear from the context of the policy whether the statement applies to competitive foods or USDA school meals, apply the statement to this section and to Section 2 (Standards for USDA School Meals).

- Some policies regulate foods "served" at school, while others only regulate foods "sold." "Served" foods include both those that are "sold" and those distributed for free, such as foods served at birthday parties

Definitions:

School Day: The period from the midnight before, to 30 minutes after the end of the official school day.

Extended School Day: After-school activities like clubs, sports practices, band, yearbook, after-care, etc.

View Smart Snacks Standards Here http://www.fns.usda.gov/sites/default/files/allfoods_flyer.pdf

Note: In this section you will be asked to specify whether policy items apply to all grade levels, or are specific to elementary (ES), middle (MS) or high school (HS).

Provide a response for each of the three levels (ES, MS, HS) for items NS—NS3, NS5-NS7 and NS11.

NS1 Addresses compliance with USDA nutrition standards for all FOODS sold to students during the school day (commonly referred to as Smart Snacks)

0: Not mentioned

1: Either of the following:

- Vague and/or suggested.
- Specifies meeting nutrition standards for competitive foods, but does not show specific standards that document compliance OR specify USDA Smart Snacks OR specify federal requirements.
- Lists some, but not all standards/ implies partial compliance

Example: "All foods sold to students outside of school meals shall meet district nutrition standards"

2: All foods sold to students during the school day are required to meet or are in compliance with USDA Smart Snacks federal nutrition standards (or stronger standards such as the Institute of Medicine nutrition standards) or specific standards are named that imply compliance.

Examples:

"All snacks sold in vending machines, school stores, concession stands, and a la carte will be fruits, vegetables, whole grain products, low-fat dairy or protein foods that contain ≤ 200 calories, $\leq 35\%$ sugar by weight, $\leq 35\%$ calories from total fat, $<10\%$ of calories from saturated fat, zero transfat and $<200\text{mg}$ of sodium."

"The district is in compliance with all federal and state nutrition standards for all foods served in schools."

NS2 Addresses nutrition standards for all FOODS sold to students during the EXTENDED school day (includes regular school day plus after school programming and clubs. Do not count snacks provided in before/aftercare (child care) programs)

0: Not mentioned

1: Either of the following:

- Addresses nutrition standards or Smart Snacks, but does not mention extended day.
- Nutrition standards apply to extended day, but they are weaker than Smart Snack standards

Examples:

"Only healthy snacks will be sold to children participating in on-site programs after school ends."

"Snacks sold to students during after school programs must be less than 200 calories and be low in sugar and sodium."

2. Requires that foods sold during the extended school day meet or exceed Smart Snacks nutrition standards. Policy must either state that Smart Snacks or federal nutrition standards are used OR document compliance by providing a list of the nutrition standards.

Examples:

“Snacks sold to children participating in on-site programs after school ends will meet USDA Smart Snack nutrition standards.”

“All snacks sold to students during after school programs will meet the same nutrition standards as foods sold during the school day.”

“Nutrition standards apply to all foods sold to children before, during, after school and on evenings and weekends. All snacks will be fruits, vegetables, whole grain products, low-fat dairy or protein foods that contain < 200 calories, < 35% sugar by weight, < 35% calories from total fat, <10% of calories from saturated fat, zero transfat and <200mg of sodium.”

NS3 Addresses nutrition standards for all FOODS AND BEVERAGES served to students while attending before/aftercare on school grounds

NA: Before/aftercare are not provided on school grounds

0: Not mentioned

1: Either of the following:

- Addresses nutrition standards or Smart Snacks, but does not mention before/aftercare/childcare.
- Nutrition standards apply to before/aftercare, but they are weaker than CACFP or Smart Snack standards

2. Requires that foods and beverages served to students in before/aftercare, whether run by the school or an outside party (e.g., YMCA) will meet CACFP nutrition standards OR Smart Snacks standards. Policy may state that one of these specific nutrition standards are followed, or may list the specific standards, providing evidence that they are followed.

Example: “Snacks in aftercare are served via the Child and Adult Care Food Program.”

NS4 Regulates food served at class parties and other school celebrations in elementary schools.

0: Not mentioned

1: Any of the following:

- Foods served at class parties must meet Smart Snack standards
- An umbrella statement saying "all (competitive) foods" served at school must meet Smart Snack standards. Regulations for class parties are required but weakened (e.g., by allowing one traditional party food).
- Provide a specific and restricted list of food items allowed to be served/distributed/available at class parties or at all times (e.g., limiting to fruits and whole grains).

Examples:

"The district shall provide parents with a list of allowable party foods that meet the Smart Snack standards

"The district will regulate all food and beverages served during classroom activities."

"Classroom parties, celebrations, etc. shall be limited to one snack and one beverage from a list of Smart Snack allowable items."

2: No food is served during class celebrations.

Exception: food may be brought into the classroom no more than twice per year for activities related to curriculum (e.g., Thanksgiving traditions are being studied).

Examples:

"Classroom celebrations will focus on activities, rather than food. No food will be served."

"Due to concerns about food safety and food allergies, children will be recognized on their birthdays by being given special privileges, such as being line leader or teacher's helper for the day. No food will be brought into the classroom."

NS5 Addresses compliance with USDA minimum nutrition standards for all BEVERAGES sold to students during the school day (commonly referred to as Smart Snacks)

0: Not mentioned

1: Either of the following:

- Vague and/or suggested.
- Specifies meeting nutrition standards for beverages sold in school, but does not specify USDA Smart Snacks standards OR list standards to indicate compliance.
- List some, but not all, Smart Snacks standards for beverages

Example: "All beverages sold in vending machines, school stores, etc. shall meet district nutrition standards for allowable beverages"

2: All beverages sold to students during the school day are required to meet or are in compliance with USDA Smart Snacks nutrition standards, or specific standards are named that imply compliance.

Example: "Vending machines will contain only beverages that meet Smart Snack standards including plain or carbonated water in any portion size, and 100% juice and low-fat unflavored milk or fat-free flavored or unflavored milk in portion sizes up to 8 ounces for elementary schools and 12 ounces for middle and high schools."

NS6 Addresses nutrition standards for all BEVERAGES sold to students during the EXTENDED school day (includes regular school day plus after school programming and clubs)

0: Not mentioned

1: Either of the following:

- Addresses nutrition standards or Smart Snacks, but does not mention extended day.
- Nutrition standards apply to extended day, but they are weaker than Smart Snack standards
- Suggests compliance by listing some, but not all Smart Snack nutrition standards for beverages

2. Requires that beverages sold during the extended school day meet or exceed Smart Snacks nutrition standards. Policy may specifically refer to Smart Snacks or federal nutrition standards OR may list the specific standards, providing evidence that they are followed.

Example:

- “Beverages served to children participating in after school programs will meet USDA Smart Snack nutrition standards.”
- “Students participating in after school programs will be allowed to purchase snacks and beverages.... Beverages sold after school include: plain or carbonated water in any portion size, and 100% juice and low-fat unflavored milk or fat-free flavored or unflavored milk in portion sizes up to 8 ounces for elementary schools and 12 ounces for middle and high schools.”

NS7 Addresses foods and beverages containing non-nutritive sweeteners.

0: Not mentioned

1: Recommends or suggests schools not sell foods and beverages with non-nutritive sweeteners

Example: “Schools are encouraged to limit the sale of beverages to water, 100% juice and milk.”

2: Prohibits the sale of foods and/or beverages containing non-nutritive sweeteners during the school day

Example: “No beverages with non-nutritive sweeteners (artificial or natural), such as diet iced tea, diet soda, etc. will be sold to students during the school day”

NS8 Addresses foods and beverages containing caffeine at the high school level*

*As of 2014, USDA Smart Snacks standards prohibit the sale of foods and beverages containing caffeine in elementary and middle schools.

0: Not mentioned

1: Recommends or suggests high schools not sell foods and/or beverages with caffeine

“High school principals are encouraged to limit the sale of beverages to those that meet USDA Smart Snack standards for middle schools.”

2: Either of the following:

- Prohibits the sale of foods and/or beverages containing caffeine (with the exception of trace amounts of naturally occurring caffeine) at all grade levels, during the school day
- Requires high schools to follow the stricter Smart Snack beverage standards for middle schools

Examples:

“USDA Smart Snack standards for beverages sold in elementary and middle schools shall also be applied in high schools.”

“Beverages containing caffeine will not be sold on the high school campus.”

NS9 USDA Smart Snack standards are described in full (or a link to the standards is provided in the wellness policy)

0: Not mentioned

1: Some, but not all of the standards are outlined in the wellness policy

Example: "A snack food item sold individually shall contain no more than 200milligrams of sodium per serving and no more than 35% of total calories from fat." (no other standards described)

2: The complete Smart Snack standards are included in the policy or an active web link is provided that includes the complete Smart Snack standards.

(Available: http://www.fns.usda.gov/sites/default/files/allfoods_flyer.pdf)

NS10 Addresses availability of free drinking water throughout the school day.

0: Not mentioned or only mentions water availability where meals are served.

1: Availability of free water is suggested or encouraged

Examples:

"Water shall be accessible during hours of school operation through choices such as drinking fountains or vending machines."

"Schools are encouraged to provide drinking fountains throughout the school campus."

"Students are allowed to bring in bottled water from home."

2: Free water is always available

Example:

"Students and staff will have access to free, safe, and fresh drinking water throughout the school day."

"Drinking water fountains will be made available to students and staff throughout the school building."

"Students will be provided access to drinking water throughout the day."

NS11 Regulates food sold for fundraising at all times (not only during the school day).

Note: Must specifically address "fundraising" for a rating of a "1" or "2." Regulating "all foods" during "the school day" or "at all times on school grounds" does NOT qualify for a rating of "1" or "2" because fundraising can occur off school grounds (e.g., catalogue orders for candy or cookie sales).

0: Not mentioned

1: Either of the following:

- Regulations of food sold for fundraising are vague, suggested, time- or location-specific, subject to principal's discretion, or weakened by exemptions.
- Regulates food sold for fundraising only during school day

Examples:

"...strongly encouraging the use of only non-food items to raise funds."

"...requiring administrative approval for all fundraisers."

"The district shall provide the PTA/PTO with a list of foods that meet the Smart Snacks nutrition standards

"Fundraising activities will strive to support healthy eating and wellness."

2: There are no exemptions for fundraisers OR any of the following:

- Regulate nutritional quality of each individual item sold for fundraising at all times; items must meet Smart Snacks nutrition standards.
- Provide a specific and restricted list of food items allowed to be sold for fundraising that meet Smart Snacks standards (e.g., limiting sales to water, fruits, vegetables, whole grains, and nuts).
- Provide a comprehensive list of prohibited unhealthy foods (e.g., baked goods, sweetened beverages, and candy) from being sold for fundraising.
- Prohibits the sale of food for fundraising during the regular and extended school day.

Example:

"Foods purchased to raise funds must meet the USDA's Smart Snacks standards."

"School fundraisers will include only non-food items such as gift wrap, light bulbs, plant sales, books, etc."

Section 4. Physical Education and Physical Activity

Districts may list national physical education standards, AAHPERD physical education standards, state physical education standards or National Association for Sport & Physical Education (NASPE) standards (note: NASPE is now known as SHAPE America yet standards are referenced in many school wellness documents). Only rate a "2" for items with reference to the above standards if district actually requires schools to follow all of the standards (either state or national). If above standards are suggested, or generic "standards-based" statement is made, rate as "1."

To view national physical education standards: <http://www.shapeamerica.org/standards/pe/>

To view physical education standards by state: <http://www.shapeamerica.org/standards/pe/statestandards.cfm>

PEPA1: There is a written physical education curriculum for grades K-12

0: Not mentioned

1: Vague and/or suggested

Example: "Physical education will enable students to acquire the knowledge and skills necessary to maintain physical fitness, participate in physical activities and make healthy lifestyle choices."

2: Clear that school district has a written physical education curriculum for each grade K-12 (e.g., policy describes a comprehensive physical education curriculum- for "K-12," "all levels," or "all students").

Example: "The school district's comprehensive, standards-based physical education curriculum identifies the progression of skill development in grades K-12. Physical education curriculum revision will follow a formally established periodic review cycle congruent to other academic subjects."

PEPA 2: The written physical education curriculum is aligned with national and/or state physical education standards.

0: Not mentioned

1: Vague and/or suggested

Example: "The physical education curriculum should follow existing standards."

2: Required. School district requires the written physical education curriculum to be aligned with state and/or national physical education standards.

Example: "The physical education curriculum for grades K-12 will be aligned with established state physical education standards."

PEPA 3: Addresses time per week of physical education instruction for all elementary school students.

0: Not mentioned

1: Vague and/or suggested

Example: "Elementary schools should provide 150 minutes per week of physical education instruction."

2: Required. School district requires 150 minutes/week of physical education instruction for all elementary school students through the entire school year.

Example: "All elementary school students shall receive 150 minutes per week of physical education instruction throughout the school year."

PEPA 4: Addresses time per week of physical education instruction for all middle school students.

0: Not mentioned

1: Vague and/or suggested

Example: "Middle schools should provide 225 minutes per week of physical education instruction."

2: Required. Clear that school district requires 225 minutes/week of physical education instruction for all middle school students through the entire school year.

Example: "All middle school students shall receive 225 minutes per week of physical education instruction throughout the school year."

PEPA5: Addresses time per week of physical education instruction for all high school students.

0: Not mentioned

1: Vague and/or suggested: Suggests but does not require 225 minutes/week of physical education instruction for all high school students.

Example: "High schools should provide 225 minutes per week of physical education instruction."

2: Required. Clear that school district requires 225 minutes/week of physical education instruction for all high school students through the entire school year.

Example: "All high school students shall receive 225 minutes per week of physical education instruction throughout the school year."

PEPA6: Addresses teacher-student ratio for physical education classes.

0: Not mentioned

1: Vague and/or suggested: Suggests that physical education classes will have student/teacher ratios similar to those used in other classes.

Example: "Schools are encouraged to maintain student/teacher ratios for physical education classes, similar to those used in other classes."

2: Required. Clear that school district requires that physical education classes will have student/teacher ratios similar to those used in other classes.

Example: "Physical education classes will have the same student/teacher ratios used in other classes."

PEPA7: Addresses qualifications for physical education teachers for grades K-12.

0: Not mentioned

1: Vague and/or suggested

Example: "Physical education shall be taught by a licensed teacher."

2: Required

Example: "Physical education for grades K-12 is required to be taught by a certified/licensed teacher who is endorsed to teach physical education."

PEPA8: District provides physical education training for physical education teachers.

0: Not mentioned

1: Vague and/or suggested

Example: "All staff involved in physical education should be provided with opportunities for professional development."

2: Required. Clear that all physical education teachers are required to receive annual professional development specific to physical education/physical activity content.

Example: "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."

PEPA9: Addresses physical education waiver requirements for K-12 students (e.g., substituting physical education requirement with other activities).

0: School district has applied for/received a state waiver for physical education requirements for K-12 students.

Example: "Students will not be required to fulfill the state mandated physical education requirements for the current school year."

1: Vague or unclear that district does not waiver state physical education requirements.

Example: "All students will fulfill the state mandated physical education requirements for the current school year. The district reserves the right to apply for a state waiver in future school years."

2. Required. Clear that school district does not waiver state physical education requirements for K-12 students.

Example: "All students in grades K-12 shall be required to take physical education class."

PEPA10: Addresses physical education exemptions for K-12 students.

0: Not mentioned

1: Vague and/or suggested: School district discourages students from applying for an exemption from physical education class time or credit.

Example: "Exemptions from physical education class time or credit are allowed but discouraged."

2 Required. Clear that school district does not allow any student to receive an exemption from physical education class time or credit.

Example: "Schools will not allow students to be exempted from required physical education."

PEPA11: Addresses physical education substitution requirements for K-12 students (e.g., substituting physical education requirement with other activities).

0: Not mentioned

1: Vague and/or suggested: School district discourages students from substituting other school or community activities for physical education class time or credit.

Example: “The school district discourages students from substituting other school or community activities for physical education class time or credit in place of required physical education.”

2. Required. Clear that school district prohibits students from substituting other school or community activities for physical education class time or credit.

Example: “Schools may not allow students to substitute other school or community activities for required physical education class time or credit.”

PEPA 12: District addresses the development of a comprehensive school physical activity program (CSPAP) plan at each school.

0: Not mentioned

1: Vague and/or suggested

Examples:” Schools should develop a plan that provides physical activity throughout the school day.”

“Schools are encouraged to create a culture of physical activity.”

2. Required. Clear that school district requires school to develop and implement a plan for CSPAP.

Examples: “Each school is required to develop a comprehensive written physical activity plan to be included in the annual school improvement plan.”

“Schools are required to develop and implement a comprehensive school physical activity program that provides physical activity throughout the school day and addresses the needs of students, staff, and school community.”

PEPA 13: District addresses active transport for all K-12 students.

0: Not mentioned

1: Vague and/or suggested

Example: “Schools should promote walking and biking to school.”

2. Required. Clear that school district requires school to develop an active transport program.

Example: “Each school shall partner with local government and community-based agencies to support active transport to school to implement a comprehensive active transport program (i.e. Safe Routes to School Program).”

PEPA 14: District addresses before and after school physical activity for all K-12 students.

0: Not mentioned

1: Vague and/or suggested

Example: “Students should have the opportunity to be physically active before and after school.”

2. Required. Provision of physical activity classes, clubs, intramurals or interscholastic activities is required.

Example: “Schools shall provide physical activity opportunities for all students before and after school in all elementary, middle and high schools.”

“Physical activity clubs and intramurals shall be available to all students during before and after-school hours.”

PEPA 15: District addresses recess for elementary school students.

0: Not mentioned

1: Vague and/or suggested: School district suggests that recess be provided daily.

Example: “Elementary schools should provide students with opportunities for play when weather permits.”

2: Required. School district requires that all elementary school students be provided with 20 minutes of recess per day.

Example: “Schools shall provide at least 20 minutes of active recess daily to all elementary school students.”

“All schools are required to schedule 20 minutes of recess daily for every class in the school master schedule.”

PEPA 16: Addresses physical activity breaks for all K-12 students.

0: Not mentioned

1: Vague and/or suggested: School district suggests that physical activity breaks be provided daily.

Example: “Teachers should provide students with a physical activity break.”

2: Required. School district requires that all K-12 school students be provided with regular daily physical activity breaks throughout the school day.

Example: “Each school shall provide at least one physical activity break for every 60 minutes of academic instruction daily. Moving between classes shall not be counted as a physical activity break.”

“Middle schools must schedule a twenty minute mid-morning break each day to provide students with physical activity opportunities.”

PEPA 17: Addresses staff involvement in physical activity opportunities at all schools.

0: Not mentioned

1: Vague and/or suggested

Example: “Each school should provide physical activity opportunities at the school to all students and staff.”

2. Required.

Example: “Each school is required to develop a comprehensive school physical activity program which allows staff to participate in or lead physical activity opportunities throughout the school day. In addition, an employee wellness program will be implemented in each building to meet the unique wellness needs of school staff.”

PEPA 18: Addresses family and community engagement in physical activity opportunities at all schools.

0: Not mentioned

1: Vague and/or suggested

Example: "Physical activity opportunities should be provided at the school for families and community members."

2. Required.

Example: "All schools are required to develop comprehensive school physical activity programs that address family and community engagement in physical activity, and provide a wide-variety of offerings."

PEPA 19: District provides physical activity training for all teachers.

0: Not mentioned

1: Vague or suggested

Example: "All staff should be provided with opportunities for professional development about physical activity."

2: Required. Policy requires all teachers to receive professional development specific to integration of physical activity content into class time and/or curriculum. Policy requires training for teachers on activities that incorporate physical activity throughout the day.

Example: "The school district shall provide all teachers with professional development opportunities that are focused on the integration of physical activity into classroom academic content and schedule throughout the school day."

PEPA 20: Joint or shared-use agreements for physical activity participation at all schools.

0: Not mentioned

1. Vague or suggested: District encourages schools to enter into joint-use agreements for community use of school facilities and school use of community facilities for physical activity programming.

Example: "Schools should develop joint-use agreements in order to provide physical activity opportunities for community members at the school."

2. Required. District requires schools to enter into joint-use agreements for community use of school facilities and school use of community facilities for physical activity programming.

Example: "All schools will develop joint-use agreements with community partners in order to provide expanded physical activity opportunities for all students and community members."

Section 5. Wellness Promotion and Marketing

In 2005 the Institute of Medicine recognized marketing to children as a problem. Since then research documenting the detrimental effects of food marketing to children has emerged. Since the launch of the original WellSAT, the Rudd Center, Center for Science in the Public Interest, American Heart Association's Voices for Healthy Kids Food Marketing

Workgroup, and others have brought greater attention to this issue. Thus, this WellSAT 2.0 update brings more attention to issues of food marketing in schools.

WPM1: Encourages staff to model healthy eating/drinking behaviors

0: Not mentioned

1: Suggests that staff is encouraged to model healthy eating

Example: "Principals should encourage staff to model..."

2: Staff model healthy eating/drinking behavior in concrete ways

Example: "Staff model healthy behavior; for example, teachers are provided with water bottles and encouraged to drink water in the classroom."

WPM2: Addresses staff not modeling unhealthy eating/drinking behaviors

0: Not mentioned

1: Suggests that staff is discouraged from consuming unhealthy food and beverages in front of students

Example: "Principals should request that their staff refrain from eating and drinking in the classroom"

2: Staff prohibited from consuming food/beverages that may not be sold to students during the school day.

Example: "Teachers wishing to consume snack or lunch alongside their students must ensure that only healthy food/beverages are present. The staff is provided with break/lunch periods and are not required to eat with students."

WPM3: Encourages staff to model physical activity behaviors

0: Not mentioned

1: Suggests that staff is encouraged to model physical activity

Example: "To the extent feasible, staff should model healthy behaviors for students, including healthy eating and physical activity"

2: Staff model physical activity in concrete ways

Examples:

"Teachers model physical activity by participating in exercise breaks during class time with their students."

"Teachers share their positive experiences with physical activity with their students."

WPM4: Addresses food not being used as a reward.

0: Not mentioned

1: Discourages food as a reward

Examples:

"...strongly discourage the use of food/beverages as a reward or punishment."

"...will encourage non-food alternatives as rewards."

"Food should not be used as a reward."

2: Prohibits food as a reward

Prohibition of food as a reward with the exception of Individual(ized) Academic Plans (IAP) or Individual(ized) Education Plans (IEP) still qualifies for a rating of "2."

Examples:

"Food rewards or incentives shall not be used in classrooms to encourage student achievement or desirable behavior."

"The use of food or candy as a classroom reward in any school is prohibited."

WPM5: Addresses using physical activity as a reward

0: Not mentioned

1: Suggests that staff is encouraged to use extra physical activity when rewards are used

Examples:

"Teachers may use non-food alternatives as rewards. For example, extra recess may be provided when time allows."

2: Staff is encouraged to use physical activity as a reward

"Food rewards are prohibited and teachers are provided with a list of alternative ideas. We strongly recommend staff use physical activity as a reward when feasible."

WPM6: Addresses physical activity not being used as a punishment

0: Not mentioned

1: Discourages using physical activity as a punishment.

Example: "Teachers are discouraged from assigning physical activity as student punishment."

2: Prohibits using physical activity as a punishment.

Examples:

"Physical activity may not be assigned to students as a consequence of poor behavior or punishment for any reason. (Example: running laps or jogging around a playground)"

"Students shall not be required to engage in physical activity as punishment. For example, students may not be singled out to run extra laps, or perform other physical activities that the entire class is not engaged in, as a behavioral consequence."

“Recess shall not be withheld from a student as punishment for poor behavior or to make up class work.”

WPM7: Addresses physical activity not being withheld as a punishment

0: Not mentioned

1: Discourages withholding PA as a punishment

Example:

“The administration believes that recess and other opportunities for physical activity are an essential part of the school day. Teachers are encouraged to find alternatives to withholding recess or other physical activities as a punishment.”

2: Prohibits withholding PA as a punishment

Example:

“Recess or other physical activities shall not be withheld from students as a consequence of poor behavior or punishment for any reason.”

WPM8: Specifies marketing/ways to promote healthy food and beverage choices

0: Not mentioned

1: Vague or suggested

Example: “Marketing strategies, such as taste tests and signage in the cafeteria, should be used to promote healthy food and beverages throughout the school.”

2. Required

Examples:

“Schools shall promote healthy food items including fruits, vegetables, whole grains and low-fat dairy products. Promotions will include monthly taste tests, posters and signage, highlighting healthy items on the menu during morning announcements, etc.”

“The healthiest choices, such as salads and fruit, will be prominently displayed in the cafeterias to encourage students to make healthy choices.”

“Healthy food options will be comparably priced.”

WPM9: Specifies ways to promote physical activity

0: Not mentioned

1: Vague or suggested

Example: “Opportunities for physical activity should be promoted throughout the school.”

2. Specific strategies named

Examples:

“Schools shall encourage participation in after-school sports, intramurals and other, non-competitive physical activity programs via in school announcements, school newsletters, posters...Schools aim to promote physical activity opportunities for all students.”

“Students are encouraged to incorporate small bouts of activity into their daily schedules; for example, they are encouraged to walk to school, take the stairs, etc.”

WPM10: Specifies that family wellness activities will be planned and will include nutrition and physical activity components.

0: Not mentioned

1: Suggests that family wellness may be addressed, or it will be addressed without specifying that there will be nutrition and PA components.

Example: “Schools are encouraged to include families and the wider community in school sponsored wellness activities.”

2: It is required that schools will provide nutrition/PA promotion activities for families OR community use of school facilities for nutrition/PA related activities is guaranteed

Examples:

“Families will be invited to participate in an annual nutrition/PA open house. A dietitian will be available to answer questions, demonstrate simple healthy food preparation and cooking methods and to facilitate taste tests. Parents and students will have an opportunity to participate in planned physical activity and may provide feedback on school meals and other food available on campus.”

“Nutrition and physical activity will be incorporated into family events provided throughout the school year.”

The following 5 questions refer to food and beverage advertising/marketing.

Note: School marketing includes food and beverage advertising and other marketing, such as the name or depiction of products, brands, logos, trade marks, or spokespersons or characters, on any property or facility owned or leased by the school district or school (such as school buildings and campus, outside and areas adjacent to school buildings, athletic fields, school buses, parking lots, or other facilities) and used at any time for school-related activities.

WPM11-WPM15 address restriction of marketing of food and beverages that cannot be sold to students during the school day (do not meet USDA Smart Snack nutrition standards).

Rate whether restrictions are in place for the following:

WPM11: On signs, scoreboards, sports equipment

0: Not mentioned

1: Restrictions are vague, suggested or weakened by exceptions such as time, location, or a principal's discretion.

Example:

"Display and advertising of unhealthful foods is strongly discouraged on school grounds."

"It is recommended that schools limit food and beverage marketing to the promotion of items that meet the USDA Smart Snacks nutrition standards."

2: Prohibits ALL advertising of food and beverages that cannot be sold during the school day/do not meet Smart Snack nutrition standards **or** prohibits this advertising on signs, banners, scoreboards, etc. **or** will prohibit at time of renewal of sponsorship agreements.

Examples:

"Busses, building exteriors, score boards, etc. on and around school property shall be free of brands and illustrations of unhealthful foods"

"The advertising of foods and beverages that are not available for sale in district schools will not be advertised on any school property."

WPM12: In curricula, textbooks, websites used for educational purposes, or other educational materials (both printed and electronic)

0: Not mentioned

1: Restrictions are vague, suggested or weakened by exceptions

Examples:

"A review of the advertising content of all classroom and online materials/websites used for teaching should be made prior to selection of materials. Use of materials depicting food brands or logos is discouraged."

2: Ensures advertising of food and beverages will be considered in the selection of curricular/educational materials.

Example: "Criteria for selecting educational materials for the classroom shall be expanded to include review of advertising content. Every effort will be made to select materials free of brand names/logos and illustrations of unhealthy foods."

WPM13: On exteriors of vending machines, food or beverage cups or containers, food display racks, coolers, trash and recycling containers, etc.

0: Not mentioned

1: Restrictions are suggested or weakened by exceptions such as time, location, or a principal's discretion.

Example: "An effort will be made to remove advertising from the cafeteria. Existing vending machines and coolers with logos will be replaced when possible."

2: Prohibits ALL advertising of food and beverages that cannot be sold at school/do not meet Smart Snack nutrition standards **or** prohibits this advertising on food displays, vending machines, food and beverage containers and coolers.

Example: "Advertising of any food or beverage that may not be sold on campus during the school day is prohibited. Advertising of any brand on containers used to serve food or in areas where food is purchased is prohibited."

WPM14: On advertisements in school publications, on school radio stations, in-school television, computer screen savers and/or school-sponsored Internet sites, or announcements on the public announcement (PA) system

0: Not mentioned

1: Restrictions are vague/suggested or weakened by exceptions

Example: "Schools will attempt to limit advertising of unhealthy products in school publications. All ads should be approved by the principal before being printed or included on the school website."

2: Prohibits ALL advertising of food and beverages that cannot be sold to students during the school day/ do not meet Smart Snack nutrition standards OR prohibits this advertising in school media.

Examples

"The district will not expose students to food marketing of any kind. All advertising in school publications and school media outlets must be approved by the principal."

WPM15: On fundraisers and corporate-sponsored programs that encourage students and their families to sell, purchase or consume products and/or provide funds to schools in exchange for consumer purchases of those products

0: Not mentioned

1: Restrictions are vague/suggested or weakened by exceptions such as time, location, or principal's discretion.

Example: "It is recommended that schools avoid participation in fundraising or corporate incentive programs that promote a message inconsistent with our goals for a healthy school community."

2: Prohibits ALL advertising of food and beverages that cannot be sold to students during the school day/do not meet Smart Snack nutrition standards OR prohibits school participation in fundraising programs promoting brands or food and beverage companies.

Example: "Given concerns about student exposure to marketing, district schools will no longer participate in incentive programs that promote brands or provide children with free or discounted foods or beverages. PTA's will be asked to research new fundraising opportunities to replace programs such as *McTeacher's night* and *Box Tops for Education*."

Section 6. Implementation, Evaluation & Communication

IEC1. Establishes an ongoing district wellness committee

0: Not mentioned

1: Mentions a wellness committee, but it is unclear that it is active

Example: "The wellness committee met in September of 2012 to develop plans for policy implementation at the school level. School specific implementation plans can be found on each school's website."

2: Makes clear that the committee is ongoing/regular meetings are occurring

Examples:

“The district wellness committee meets on the 2nd Monday of each month, from 7-9 pm at Central Office.”
“The wellness committee meets bimonthly throughout the school year.”

IEC2. District wellness committee has community-wide representation

0: Not mentioned

1: Mentions that membership is open to the community

Example: “Students, parents, staff and/or community members are welcome to join the committee.”

2: States a plan to actively recruit some or all of the following: parents, students, PE teachers, school food authority representatives, school health professionals, SNAP Ed coordinators, school board members, administrators, members of community-based organizations and members of the general public.

Example: “A letter will be sent to the school community via email, and will be posted in a central area in all school buildings inviting members of the community to join the wellness committee. Teachers, student, parents, administrators and allied health professionals are encouraged to attend.”

IEC3. Designates one district level official accountable for ensuring each school is in compliance (ensuring that there is reporting up)

0: Not mentioned

1: It is suggested, but not required, that a district level official be responsible for monitoring school-level compliance

Example: “School principals should periodically update the superintendent on school level compliance with the district wellness policy.”

2: It is clear that a district level official will be in charge of ensuring compliance at the building level.

Example: “The assistant superintendent shall be responsible for ensuring that the wellness policy is implemented throughout district schools.”

Example: “Schools that are not in compliance with district wellness policies will be provided with a specified period of time to institute appropriate changes and will be provided with assistance, as needed. School principals will be required to report to the superintendent and district wellness committees on progress toward compliance until goals are reached.”

IEC4. Designates a leader in each school accountable for ensuring compliance within the school.

0: Not mentioned

1: It is suggested, but not required that each school have a leader in charge of building level compliance.

Example: "Principals may choose to assemble school level wellness committees to work on implementation issues that may be unique to their schools."

2: Designates a leader in each school accountable for school level compliance

Example: "Each school in the district shall have at least one staff member responsible for ensuring compliance within the school and for reporting progress to the district wellness committee. A PTO representative will also be identified for ensuring compliance within PTO programs. Schools are encouraged to assemble wellness teams to work on implementation issues."

IEC5. Addresses annual assessment of SWP implementation/progress towards wellness goals

0: Not mentioned

1: Either:

It is suggested that policy implementation will be assessed

Implementation will be assessed, but less than annually

Example: "Representatives from each school should track compliance with the district SWP within their school."

2: Annual assessment is required/certain

Examples:

"The Advisory Council shall conduct a quantitative assessment of policy implementation every two years using the Wellness School Assessment Tool-Implementation (WellSAT-I). Additional surveys such as the School Health Index may be used."

"Every two-three years, the wellness committee will undertake an evaluation of policy implementation and will report on outcomes that may be influenced by the policy (e.g., student fitness tests, meal participation rates, etc.)"

IEC6. Progress report on compliance/implementation is made to the school community (Board of Education, superintendent, principals, staff, students and parents)

0: Not mentioned

1: Audience is specified, but does not include entire school community, or encourages reporting to school community

Example: "The wellness committee will discuss ways to present their progress to the Superintendent."

2: It is clear that a report will be made to the entire school community

Example: "The advisory council shall prepare a report annually for the Superintendent, school staff, students and parents, evaluating the implementation of the policy and regulations and including any recommended changes or revisions."

IEC7. Progress report on compliance/implementation is made to the public

0: Not mentioned

1: Unclear that report will be shared with public or encourages district to report to the public

“An annual progress report will be shared with the superintendent and school board; it is recommended that it then be made available to the public.”

2: Requires district to report to the public

“Progress reports will be shared with the public using the following channels of communication...”

IEC8. Progress report ensures transparency by including: the web address of the wellness policy, a description of each school’s activities and progress towards meeting wellness goals, contact details for committee leadership and information on how to join the committee

0: Not mentioned

1: Specifies inclusion of some, but not all, annual progress report elements

Example:

“An annual progress report with information about each school’s wellness related activities will be shared with the entire school community.”

2. Includes a statement making it clear that all elements listed above will be included in the annual progress report.

Example:

“The annual progress report will be posted on the district website every September. The report will include a link to the SWP, a progress report for each school in the district that includes a summary of wellness activities and contact information for wellness committee members. The report will include an open invitation for interested parties to join the committee.”

IEC9. Addresses a plan for updating policy based on best practices.

0: Not mentioned

1: Plans for updating policy are implied, but not certain, OR timing is unclear.

Example: “The district wellness committee will revise the policy as needed”

2: Revisions /updates are required (or need for updates assessed) at specified intervals

Examples:

“Every two-three years, the wellness committee will review the latest national recommendations pertaining to school health and will update the wellness policy accordingly.”

IEC10. Addresses methods for communicating with the public

0: Not mentioned

1: Communication with the public is mentioned, but no specifics are provided about the methods, frequency or expected content of the communications

Example: "The wellness committee will determine how best to share wellness policy information with the school and general community."

2: There is a clear plan for communication that includes specific communication methods

Example: "The SWP and annual progress reports will be shared with the public via any or all of the following: the district website, direct mailings to families, presentations to the PTA, press release to local news media."

IEC11. Specifies how district will engage families to provide information and/or solicit input to meet district wellness goals (e.g., through website, e-mail, parent meetings, or events)

0: Not mentioned

1: Methods for reaching families are suggested or vague.

Examples:

"Nutrition information and links to relevant resources in the community should be provided to families through newsletters, publications, health fairs, and other channels."

"Feedback from parents should be encouraged through stakeholder meetings."

2: Specific methods for engaging families are mentioned.

Examples:

"Nutrition education, particularly as it relates to the new nutrition standards, will be provided to parents in the form of handouts, the school website, articles and information provided in district or school newsletters, presentations that focus on nutrition and healthy lifestyles, and through any other appropriate means available to reach parents."

"The food service director will be available to speak with parents during open house."

See full WellSAT questions at: <http://www.wellsat.org/upload/docs/WellSAT%202.0.pdf>

School Wellness Policy Score Sheet

District ID San Gabriel USD

The following tables include wellness policy statement numbers and item descriptions broken down by section. Please rate the level to which each policy item is addressed in the school wellness policy.

- 0 = Not mentioned
- 1 = Weak Statement
- 2= Meets/Exceeds Expectations

Section 1. Nutrition Education		
Rating	#	Item
2	NEWP1	There is a standards-based nutrition curriculum/health education or other curriculum includes nutrition p19 "The disrict's nutrition education"
2	NEWP2	All elementary school students receive nutrition education p25 II. "nutrition education that is focused [...] at all grade levels"
2	NEWP3	All middle school students receive nutrition education p25 "all grade levels"

2	NEWP4	All high school students receive nutrition education p25 "all grade levels"
1	NEWP5	Links nutrition education with the school food environment p25 "3. Link classroom nutrition education to[...]" but not required
1	NEWP6	Nutrition education teaches skills that are behavior-focused p20 p25 skills & behaviors mentioned, but none specified
2	NEWP7	Nutrition education is sequential and comprehensive in scope p25

Section 2. Standard for USDA Child Nutrition Programs and School Meals

Rating	#	Item
1	SM1	Addresses access to the USDA School Breakfast Program p21 "extent possible" p27 "increased participation" not required at each site
1	SM2	Addresses compliance with USDA nutrition standards for reimbursable meals p27 follow USDA meal pattern (but not required)
0	SM3	School meals meet standards that are more stringent than those required by the USDA
2	SM4	District takes steps beyond those required by federal law/regulation to protect the privacy of students who qualify for free or reduced priced meals p7 plan submitted to CDE to ensure students not treated differently
2	SM5	USDA National School Lunch Program and School Breakfast Program standards are described in full (or a link to the standards is provided in the wellness policy) p2 "1. Comply with the National School [...]"
0	SM6	Specifies strategies to increase participation in school meal programs
2	SM7	Addresses students leaving school during lunch periods p34. "[...]establishes a closed campus at all district schools."
1	SM8	Ensures adequate time to eat p27 "Students should have sufficient time to eat[...]" but doesn't specify time
1	SM9	Ensures annual training for food and nutrition services staff in accordance with USDA Professional Standards p4 "[...]receive ongoing professional development[...]" but doesn't specify USDA
0	SM10	Addresses school meal environment
1	SM11	Nutrition information for school meals (e.g., calories, saturated fat, sodium, sugar) is available to students and parents. p22 "5. An analysis of the nutritional content of meals served based on a sample of menus" but not all meals
2	SM12	Specifies how families are provided information about determining eligibility for free/reduced priced meals. p10-11 "Applications"
0	SM13	Recess (when offered) is scheduled before lunch in elementary schools
2	SM14	Free drinking water is available during meals p2 "Drinking Water"

Section 3. Nutrition Standards for Competitive and Other Foods and Beverages

Rating	#	Item
2	NS1	Addresses compliance with USDA minimum nutrition standards for all FOODS sold to students during the school day p16-17, 27-29, 32, 33 "Standards for all Foods and Beverages Available on School Campus"
0	NS2	Addresses nutrition standards for all FOODS sold to students during the EXTENDED school day
2	NS3	Addresses nutrition standards for all FOODS AND BEVERAGES served to students while attending before/aftercare on school grounds p36 "7. A nutrition component[...]" p43 "2. Nutrition"
1	NS4	Regulates food served at class parties and other school celebrations in elementary schools p29 "Classroom Parties and Celebrations" but a score of 2 would require no food.
2	NS5	Addresses compliance with USDA minimum nutrition standards for all BEVERAGES sold to students during the school day p16-17, 27-29, 32, 33 "Standards for all Foods and Beverages Available on School Campus"
0	NS6	Addresses nutrition standards for all BEVERAGES sold to students during the EXTENDED school day
1	NS7	Addresses foods and beverages containing non-nutritive sweeteners p32, p33 addressed, but not prohibited
2	NS8	Addresses foods and beverages containing caffeine (High School) p32, p33 "All beverages must be caffeine-free"
2	NS9	USDA Smart Snack standards are described in full p32, p33
2	NS10	Addresses availability of free drinking water throughout the school day p2 "Drinking Water"
1	NS11	Regulates food sold for fundraising at all times p21 "[...]encourage school organizations to use healthy food items or non-food items for fundraising purposes." but not enforced outside of school day

Section 4. Physical Education and Physical Activity

Rating	#	Item
1	PEPA1	There is a written physical education curriculum for grades K-12. <small>p47 "[...]shall provide a developmentally appropriate sequence of instruction" but doesn't specify all grades</small>
2	PEPA2	The written physical education curriculum is aligned with national and/or state physical education standards. <small>p47 "[...]shall provide a developmentally appropriate sequence of instruction aligned with the state's model content standards and curriculum framework"</small>
1	PEPA3	Addresses time per week of physical education instruction for all elementary school students. <small>p30 but no Kinder</small>
2	PEPA4	Addresses time per week of physical education instruction for all middle school students. <small>p30</small>
2	PEPA5	Addresses time per week of physical education instruction for all high school students. <small>p30</small>
0	PEPA6	Addresses teacher-student ratio for physical education classes
2	PEPA7	Addresses qualifications for physical education teachers for grades K-12. <small>p47-48 "Staffing"</small>
1	PEPA8	District provides physical education training for physical education teachers. <small>p48 "continuing professional development" no mention of "annual"</small>
2	PEPA9	Addresses physical education waiver requirements for K-12 students. <small>p47-51 No mention of waiver, compliance with CA Ed Code</small>
0	PEPA10	Addresses physical education exemptions for K-12 students. <small>p48-51 Addressed, but not discouraged</small>
0	PEPA11	Addresses physical education substitution requirements for K-12 students. <small>p48-51 Substitutions allowed</small>
1	PEPA12	District addresses the development of a comprehensive school physical activity program (CSPAP) plan at each school. <small>p26 Suggested but not required</small>
1	PEPA13	District addresses active transport for all K-12 students. <small>p20 p26 Suggested but not required</small>
1	PEPA14	District addresses before and after school physical activity for all K-12 students. <small>p20 p26 Suggested but not required</small>
1	PEPA15	District addresses recess for elementary school students. <small>p20 required but doesn't specify 20 min</small>
1	PEPA16	Addresses physical activity breaks for all K-12 students. <small>p20 p26 p30 recommended but no specific requirements</small>
1	PEPA17	Addresses staff involvement in physical activity opportunities at all schools. <small>p20 encouraged only</small>
0	PEPA18	Addresses family and community engagement in physical activity opportunities at all schools
1	PEPA19	District provides physical activity training for all teachers. <small>p26 only encouraged</small>
1	PEPA20	Joint or shared-use agreements for physical activity participation at all schools. <small>p20 only encouraged</small>

Section 5. Wellness Promotion and Marketing

Rating	#	Item
1	WPM1	Encourages staff to model healthy eating/drinking behaviors. <small>p22 p31 no specific behaviors mentioned</small>
0	WPM2	Addresses staff not modeling unhealthy eating/drinking behaviors
1	WPM3	Encourages staff to model physical activity behaviors. <small>p20 p27 no specific activities mentioned</small>
1	WPM4	Addresses food not being used as a reward. <small>p21 p29 encouraged not required</small>
0	WPM5	Addresses using physical activity as a reward
1	WPM6	Addresses physical activity not being used as a punishment. <small>p27 discouraged, but not prohibited</small>
1	WPM7	Addresses physical activity not being withheld as a punishment. <small>p27 discouraged, but not prohibited</small>
1	WPM8	Specifies marketing/ways to promote healthy food and beverage choices. <small>p18 "health messages" but vague p25 "3. Link classroom[...]" no examples given</small>
2	WPM9	Specifies ways to promote physical activity. <small>p20 "All students shall be provided opportunities to be physically active" p26 "Other suggested activities to further enhance physical"</small>
0	WPM10	Specifies that family wellness activities will be planned and will include nutrition and physical activity components
2	WPM11	Addresses the restriction of marketing of food and beverages that cannot be sold to students during the school day on signs, scoreboards, sports equipment. <small>p19 "The Board prohibits the marketing" p29 "Advertising"</small>
2	WPM12	Addresses the restriction of advertising or marketing of food and beverages that cannot be sold to students during the school day in curricula, textbooks, websites used for educational purposes, or other educational materials. <small>p19 "The Board prohibits the marketing"</small>
2	WPM13	Addresses the restriction of advertising or marketing of food and beverages that cannot be sold to students during the school day on exteriors of vending machines, food or beverage cups or containers, food display racks, coolers, trash, etc. <small>p19 "The Board prohibits the marketing"</small>
2	WPM14	Addresses the restriction of marketing of food and beverages that cannot be sold to students during the school day on advertisements in school publications, school radio stations, in-school television, computer screen savers and/or school-sponsored Internet sites, or announcements on the PA system. <small>p19 "The Board prohibits the marketing"</small>

2	WPM15	Addresses the restriction of marketing of food and beverages that cannot be sold to students during the school day on fundraisers and corporate-sponsored programs that encourage students and their families to sell, purchase or consume products and/or provide funds to schools in exchange for consumer purchases of those products p19 "The Board prohibits the marketing"
Section 6. Implementation, Evaluation and Communication		
Rating	#	Item
2	IEC1	Establishes an ongoing district wellness committee p19 "School Health Council/Committee" p31 "SGUSD Wellness Council encourages"
1	IEC2	District wellness committee has community-wide representation p19 "The Superintendent or designee shall permit but no specific recruitment plan"
2	IEC3	Designates one district level official accountable for ensuring each school is in compliance (ensuring that there is reporting up) p21 "The Superintendent shall designate"
1	IEC4	Designates a leader in each school accountable for ensuring compliance within the school p21 "The Superintendent shall designate"
2	IEC5	Addresses annual assessment of SWP implementation/progress towards wellness goals p21 "The Superintendent or designee shall inform"
2	IEC6	Progress report on compliance/implementation is made to the school community (Board of Education, superintendent, principals, staff, students and parents) p21 "The Superintendent or designee shall inform"
2	IEC7	Progress report on compliance/implementation is made to the public p21 "The Superintendent or designee shall inform"
2	IEC8	Progress report ensures transparency by including: the web address of the wellness policy, a description of each school's activities and progress towards meeting wellness goals, contact details for committee leadership and information on how to join the committee p21-22 "The Superintendent or designee shall inform"
1	IEC9	Addresses a plan for updating policy based on best practices p25 "The Local Wellness Policy"
1	IEC10	Addresses methods for communicating with the public p21 "The Superintendent or designee shall inform and update doesn't specify method of communication"
2	IEC11	Specifies how district will engage families to provide information and/or solicit input to meet district wellness goals (e.g., through website, e-mail, parent meetings, or events) p18 "To encourage consistent health messages"

Review scoring information on page 3.

Section 1: Comprehensiveness= (total # of items in Section 1 receiving a "1" or "2" /7) x 100= 100

Strength= (total number of items in Section 1 receiving a "2" /7) x 100= 71

Section 2: Comprehensiveness= (total # of items in Section 2 receiving a "1" or "2" /14) x 100= 71

Strength= (total number of items in Section 2 receiving a "2" /14) x 100= 36

Section 3: Comprehensiveness= (total # of items in Section 3 receiving a "1" or "2" /11) x 100= 82

Strength= (total number of items in the Section 3 receiving a "2" /11) x 100= 55

Section 4: Comprehensiveness= (total # of items in Section 4 receiving a "1" or "2" /20) x 100= 80

Strength= (total number of items in Section 4 receiving a "2" /20) x 100= 25

Section 5: Comprehensiveness= (total # of items in Section 5 receiving a "1" or "2" /15) x 100= 80

Strength= (total number of items in Section 5 receiving a "2" /15) x 100= 40

Section 6: Comprehensiveness= (total # of items in Section 5 receiving a "1" or "2" /11) x 100= 100

Strength= (total number of items in Section 5 receiving a "2" /11) x 100= 64

Total Comprehensiveness= (total number of items in ALL sections receiving a "1" or "2" /78) x 100= 83

Total Strength= (total number of items in ALL sections receiving a "2" /78) x 100= 44

San Gabriel Unified School District Wellness Policy

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AR 3550 Business and Noninstructional Operations

Food Service/Child Nutrition Program

Nutrition Standards for School Meals

Meals or food items provided through the district's food services program shall: (Education Code [49430](#), [49430.5](#), [49430.7](#), [49550](#), [49553](#); 42 USC [1758](#), [1773](#); 7 CFR [210.10](#), [220.8](#))

1. Comply with the National School Lunch and/or Breakfast standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR [210.10](#) or [220.8](#), or the state's menu planning options of Shaping Health as Partners in Education
2. Not be deep fried, par fried, or flash fried by the district or school or as part of the manufacturing process
3. Not contain artificial trans fat as defined in Education Code [49430.7](#)

(cf. [3552](#) - Summer Meal Program)

(cf. [3553](#) - Free and Reduced Price Meals)

(cf. [5030](#) - Student Wellness)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. [5148](#) - Child Care and Development)

(cf. [5148.3](#) - Preschool/Early Childhood Education)

Nutrition Standards for Foods and Beverages Sold Outside the Reimbursable Meal Programs

Any foods or beverages that are not sold as part of the National School Lunch or Breakfast Program shall be sold to students only if they meet the nutrition standards specified in Education Code [49430-49431.7](#) and 5 CCR [15575-15578](#).

(cf. [3554](#) - Other Food Sales)

Drinking Water

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code [38086](#); 42 USC [1758](#))

Special Milk Program

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR [215.1](#))

Food Safety

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code [113700-114437](#).

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but not be limited to, a determination of

critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC [1758](#); 7 CFR [210.13](#), [220.7](#))

The Superintendent or designee shall provide ongoing staff development on food safety to food service managers and employees. Any new employee, substitute, or volunteer shall complete initial food safety training prior to handling food. The Superintendent or designee shall document the date, trainer, and subject of each training.

(cf. [4231](#) - Staff Development)

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code [113725-113725.1](#) and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC [1758](#); 7 CFR [210.13](#), [220.7](#))

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code [113725.1](#); 42 USC [1758](#); 7 CFR [210.13](#), [210.15](#), [220.7](#))

(cf. [1340](#) - Access to District Records)

(cf. [3580](#) - District Records)

Regulation SAN GABRIEL UNIFIED SCHOOL DISTRICT

approved: December 14, 2004 San Gabriel, California

updated: September 13, 2011

BP 3551 Business and Noninstructional Operations

Food Service Operations/Cafeteria Fund

The Governing Board intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. To increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

- (cf. [3100](#) - Budget)
- (cf. [3300](#) - Expenditures and Purchases)
- (cf. [3311](#) - Bids)
- (cf. [3550](#) - Food Service/Child Nutrition Program)
- (cf. [3552](#) - Summer Meal Program)

The Superintendent or designee shall ensure that all food services administrators and personnel possess appropriate qualifications and receive ongoing professional development related to the effective management and implementation of the district's food services program.

- (cf. [4231](#) - Staff Development)
- (cf. [4331](#) - Staff Development)

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code [38082](#))

In addition, meals may be sold to other individuals and organizations that are on campus during meal times for a legitimate purpose, such as classroom volunteers, parents/guardians, or students' siblings.

The Superintendent or designee shall recommend meal prices, based on the costs of providing food services and consistent with Education Code [38084](#) and 42 USC [1760](#), for students and nonstudents for approval by the Board. Students who are enrolled in the free or reduced-price meal programs shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

- (cf. [3553](#) - Free and Reduced Price Meals)

Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture foods.

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code [38103](#))

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law. Program financial reports shall be presented regularly to the Board.

(cf. [3400](#) - Management of District Assets/Accounts)
(cf. [3460](#) - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

[38080-38086](#) Cafeteria, establishment and use
[38090-38095](#) Cafeterias, funds and accounts
[38100-38103](#) Cafeterias, allocation of charges
[42646](#) Alternate payroll procedure
[45103.5](#) Contracts for management consulting services; restrictions
[49490-49493](#) School breakfast and lunch programs
[49500-49505](#) School meals
[49554](#) Contract for services

HEALTH AND SAFETY CODE

[113700-114437](#) California Retail Food Code

UNITED STATES CODE, TITLE 42

[1751-1769j](#) School lunch programs
[1771-1791](#) Child nutrition, including:
[1773](#) School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

255 Cost Principles for State, Local, and Indian Tribal Governments

CODE OF FEDERAL REGULATIONS, TITLE 7

[210.1-210.31](#) National School Lunch Program
[220.1-220.21](#) National School Breakfast Program
[250.1-250.70](#) USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

USDA-FDP-02-2010 Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods, August 2010

USDA-SNP-01-2008 Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs; and the Handling of Unpaid Meal Charges, February 2008

00-111 Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, July 2000

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual
Food Distribution Program Administrative Manual

U.S. DEPARTMENT OF EDUCATION GUIDANCE
FAQs About School Meals

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

Policy SAN GABRIEL UNIFIED SCHOOL DISTRICT

adopted: December 14, 2004 San Gabriel, California

updated: September 13, 2011

BP 3553 Business and Noninstructional Operations

Free And Reduced Price Meals

The Board of Education recognizes that adequate nutrition is essential to the development, health, and learning of all students.

The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code [49550](#), [49552](#))

(cf. [3551](#) - Food Service Operations/Cafeteria Fund)

(cf. [23552](#) - Summer Meal Program)

(cf. [5030](#) - Student Wellness)

(cf. [5148](#) - Child Care and Development)

(cf. [5148.2](#) - Before/After School Programs)

(cf. [6177](#) - Summer School)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meal program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. [3550](#) - Food Service/Child Nutrition Program)

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code [49557](#))

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [3555](#) - Nutrition Program Compliance)

(cf. [5145.3](#) - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential except as provided by law. (Education Code [49558](#))

The Board authorizes designated employees to use individual records pertaining to student eligibility for any free and reduced price meal program for the purpose of: (Education Code [49558](#))

1. Disaggregation of academic achievement data

2. In any school identified as a Title I program improvement school pursuant to 20 USC [6316](#), identification of students eligible for school choice and supplemental educational services

(cf. [0520.2](#) -Title I Program Improvement Schools)

(cf. [5125](#) - Student Records)
(cf. [6162.51](#) - Standardized Testing and Reporting Program)
(cf. [6171](#) - Title I Programs)

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information as provided by Education Code [49557.2](#).

(cf. [5141.6](#) - Student Health and Social Services)

Legal Reference:

EDUCATION CODE

[48980](#) Notice at beginning of term
[49430-49436](#) Pupil Nutrition, Health, and Achievement Act of 2001
[49490-49494](#) School breakfast and lunch programs
[49500-49505](#) School meals
[49510-49520](#) Nutrition
[49530-49536](#) Child Nutrition Act of 1974
[49547-49548.3](#) Comprehensive nutrition service
[49550-49562](#) Meals for needy students

CODE OF REGULATIONS, TITLE 5

[15510](#) Mandatory meals for needy students
[15530-15535](#) Nutrition education
[15550-15565](#) School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

[1232g](#) Federal Educational Rights and Privacy Act
[6301-6514](#) Title I programs

UNITED STATES CODE, TITLE 42

[1751-1769j](#) School lunch program
[1771-1791](#) Child nutrition, especially:
[1773](#) School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

[210.1-210.31](#) National School Lunch Program
[220.10-220.21](#) National School Breakfast Program
[245.1-245.13](#) Determination of eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010

NSD-SNP-12-2010 Clarification Regarding the Ability to Share Student Meal Program Eligibility Information Between School Food Authorities, April 2010

04-103 Implementation of Final Rule on Verification of Applications for Free and Reduced-Price Meals, August 2004

98-101 Confidentiality of Free and Reduced-Price Eligibility Information, February 1998

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Federal Policy for Determining and Verifying Eligibility, January 2008

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

Policy SAN GABRIEL UNIFIED SCHOOL DISTRICT

adopted: April 14, 2009 San Gabriel, California

revised: September 13, 2011

revised: July 17, 2012

AR 3553 Business and Noninstructional Operations

Free And Reduced Price Meals

Nondiscrimination Plan

The district's plan for students receiving free or reduced price meals shall ensure the following: (Education Code [49557](#))

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code [49557](#); 7 CFR [245.8](#))

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)
(cf. [3555](#) - Nutrition Program Compliance)
(cf. [5145.3](#) - Nondiscrimination/Harassment)

Applications

An application form for free and reduced price meals shall be distributed to all parents/guardians at the beginning of each school year, together with information about eligibility standards, application procedures, and appeal procedures. This form and information shall also be provided whenever a new student is enrolled. (Education Code [48980](#), [49520](#); 7 CFR [245.5](#), 42 USC [1758](#))

(cf. [3550](#) - Food Service / Child Nutrition Program)
(cf. [3551](#) - Food Service Operations / Cafeteria Fund)
(cf. [3552](#) - Summer Meal Program)
(cf. [5145.6](#) - Parental Notifications)

Applications for free or reduced price meal programs shall be available to students at all times during the regular school day and shall contain the following statements: (Education Code [49557](#); 7 CFR [245.5](#))

1. Applications may be submitted at any time during a school day.
2. Students participating in the National School Lunch and School Breakfast Programs will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

The application packet also shall contain:

1. A notification that, if a student qualifies for free or reduced price meals, then he/she may qualify for free or reduced-cost health insurance coverage
2. A request for the applicant's consent for the student, if eligible for free school lunches, to participate in the Medi-Cal program and to have the information on the school lunch application shared with the local agency that determines eligibility under the Medi-Cal program
3. A notification that the district will not forward the application to the agency that determines Medi-Cal eligibility without the parent/guardian's consent
4. A notification that the application is confidential and will not be shared with any other governmental agency for any purpose other than the administration of the Medi-Cal program
5. A notification that the application information will be used only by the state and local agencies that administer the Medi-Cal program and will not be shared with other government agencies, including the federal Department of Homeland Security and the Social Security Administration, except as necessary to verify information provided by the parent/guardian
6. Information regarding the Medi-Cal program, including available services, program requirements, rights and responsibilities, and privacy and confidentiality requirements

(cf. [5141.6](#) - Student Health and Social Services)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC [1758](#) and [1773](#) and 7 CFR [245.1-245.13](#) and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified for enrollment in the free and reduced-price meal program. (Education Code [49561](#); 42 USD 1758)

(cf. [6173](#) - Education for Homeless Children

(cf. [6173.1](#) - Education for Foster Youth)

(cf. 6175 - Migrant Education Program)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC [1758](#) and 7 CFR [245.6a](#). (42 USC [1758](#); 7 CFR [245.6a](#))

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC [1758](#); 7 CFR [245.6a](#))

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR [245.6a](#))

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced price meal program for the purpose of disaggregation of academic achievement data or for the identification of students in any program improvement school eligible for school choice and supplemental educational services pursuant to 20 USC [6316](#):

David Durkin, Director
Child Nutrition Services

In using the records for such purposes, the following conditions shall be satisfied: (Education Code [49558](#))

1. No individual indicators of participation in the free or reduced price meal program shall be maintained in the permanent records of any student if not otherwise allowed by law.

(cf. [5125](#) - Student Records)

2. Information regarding individual student participation in the free or reduced price meal program shall not be publicly released.

(cf. [4119.23/4219.23/4319.23](#) - Unauthorized Release of Confidential/Privileged Information)

3. All other confidentiality provisions required by law shall be met.

4. Information collected regarding individual students certified to participate in the free and reduced price meal program shall be destroyed when no longer needed for its intended purpose.

Prices

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC [1758](#), [1773](#))

Regulation SAN GABRIEL UNIFIED SCHOOL DISTRICT

approved: January 13, 2009 San Gabriel, California

revised: September 13, 2011

revised: July 17, 2012

BP 3554 Business and Noninstructional Operations

Other Food Sales

The Board of Education or Director of Food Services shall ensure that food sales by school-related groups and the use of vending machines are in compliance with state and federal law and do not impair student participation in the district's food service program. Sanitation and safety procedures shall comply with the requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code [113700-114455](#).

- (cf. [1230](#) - School-Connected Organizations)
- (cf. [1321](#) - Solicitations of Funds from and by Students)
- (cf. [3312](#) - Contracts)
- (cf. [3550](#) - Food Service/Child Nutrition Program)
- (cf. [3551](#) - Food Service Operations/Cafeteria Fund)
- (cf. [3553](#) - Free and Reduced Price Meals)

The Superintendent or designee shall approve the sale of food items by student or adult organizations in accordance with law, Board policy and administrative regulations. All fundraisers as permitted by law shall be approved by the school principal and Director of Food Services.

Legal Reference:

EDUCATION CODE

- 38085 Sale of specified food items
- 48931 Authorization and sale of food
- 51520 School premises; prohibited solicitations

CODE OF REGULATIONS, TITLE 5

- 15500 Food sales in elementary schools
- 15501 Sales in high schools and junior high schools
- 15575-15578 Requirements for foods and beverages outside federal meals program

HEALTH AND SAFETY CODE

- 113700-114455 California Uniform Retail Food Facilities Law

UNITED STATES CODE, TITLE 42

- 1751-1769h National School Lunch Act
- 1771-1791 Child Nutrition

CODE OF FEDERAL REGULATIONS, TITLE 7

- 210.1-210.31 National School Lunch Program
- 220.1-220.21 National School Breakfast Program

Management Resources:

CSBA PUBLICATIONS

- Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

CDC PUBLICATIONS

School Health Index A Self-Assessment and Planning Guide for Elementary Schools, School Health Index: A Self-Assessment and Planning Guide for Middle/High Schools, 2014

NASBE PUBLICATIONS

Fit, Healthy and Ready to Learn, 2013 <http://www.nasbe.org/project/center-for-safe-and-healthy-schools/fhrtl>

USDA PUBLICATIONS

Team Nutrition, Food and Nutrition Services, Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000

WEB SITES

CSBA: <http://www.csba.org>

CDE, Nutrition Services Division <http://www.cde.ca.gov/ls/nu/>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

National School Boards Association: <http://www.schoolhealth@nsba.org>

National Association of State Boards of Education (NASBE) <https://www.nsba.org/advocacy/school-law-issues/health-and-nutrition>

US Dept. of Agriculture, Food and Nutrition Information Center (FNIC): <http://www.nal.usda.gov/fnic>

Policy SAN GABRIEL UNIFIED SCHOOL DISTRICT

adopted: December 14, 2004 San Gabriel, California

revised: March 22, 2016

AR 3554 Business and Noninstructional Operations

Other Food Sales

Nutritional Standards for Foods and Beverages

Food and beverage sales outside the district's food service program shall comply with applicable nutritional standards specified in Education Code [49431](#), [49431.2](#), [49431.5](#), and [49431.7](#) and 5 CCR [15575-15578](#).

- (cf. [3550](#) - Food Service/Child Nutrition Program)
- (cf. [5030](#) - Student Wellness)
- (cf. 5141.27 - Food Allergies/Special Dietary Needs)

At an elementary school, the sale of foods or beverages that do not comply with the standards in Education Code [49431](#) and [49431.5](#) may be permitted, as part of a fundraising event, only when the items are sold by students of the school and the sale meets either of the following conditions: (Education Code [49431](#), [49431.5](#))

1. It takes place off and away from school premises.
2. It takes place at least one-half hour after the end of the school day.

- (cf. [1230](#) - School-Connected Organizations)
- (cf. [1321](#) - Solicitations of Funds from and by Students)

At a middle, junior high, or high school, the sale of food items that do not comply with the standards in Education Code [49431.2](#) may be permitted in any of the following circumstances: (Education Code [49431.2](#))

1. The sale takes place off and away from school premises.
2. The sale takes place on school premises at least one-half hour after the end of the school day.

- (cf. [6145](#) - Extracurricular and Cocurricular Activities)

Beverage sales that do not comply with the standards in Education Code [49431.5](#) may be permitted at a middle or junior high school as part of a school event under either of the following circumstances: (Education Code [49431.5](#))

1. The sale occurs during a school-sponsored event and takes place at the location of the event at least one-half hour after the end of the school day.
2. Vending machines, student stores, and cafeterias are used later than one-half hour after the end of the school day.

The sale of foods outside of the district's food service program during meal periods in food service areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from

vending machines, accrues to the benefit of the school, the school food service program, or the student organization(s) sponsoring the sale. (7 CFR [210.11](#), [220.12](#))

In a school with any of grades K-8 that is participating in the National School Lunch and/or Breakfast Program, the Superintendent or designee shall not permit the sale of foods by a student organization except when all of the following conditions are met: (5 CCR [15500](#))

1. The student organization shall sell only one food item per sale.
2. The specific nutritious food item is approved by the Superintendent or designee.
3. The sale does not begin until after the close of the regularly scheduled midday food service period.
4. The sale during the regular school day is not of food items prepared on the premises.
5. There are no more than four such sales per year per school.
6. The food sold is not one sold in the district's food service program at that school during that school day.

In junior high and high schools, a student organization may be approved to sell food items during or after the school day if all of the following conditions are met: (5 CCR [15501](#))

1. Only one student organization conducts a food sale on a given school day and the organization sells no more than three types of food or beverage items, except that up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food items.
2. The specific nutritious food items are approved by the Superintendent or designee.
3. Food items sold during the regular school day are not prepared on the premises.
4. The food items sold are not those sold in the district's food service program at that school during that school day.

Regulation SAN GABRIEL UNIFIED SCHOOL DISTRICT
approved: January 13, 2009 San Gabriel, California
revised: March 22, 2016

BP 5030 Students

Student Wellness

The Board of Education recognizes the link between student health and learning. A comprehensive, diverse and culturally inclusive program promoting healthy eating and physical activity for district students will be provided. The Superintendent or designee shall build a coordinated school health system that supports and reinforces health literacy through health education, physical education and activity, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

A Wellness Policy has been developed that includes goals for the district in the following areas: Health and Wellness Education and Services, Food and Beverage Guidelines for all Campus Foods and Other Wellness Considerations.

The Board will seek collaboration with the City of San Gabriel, after-school programs and other organizations that work to promote the health and wellness of the entire community.

- (cf. [3513.3](#) - Tobacco-Free Schools)
- (cf. [3514](#) - Environmental Safety)
- (cf. [5131.6](#) - Alcohol and Other Drugs)
- (cf. [5131.61](#) - Drug Testing)
- (cf. [5131.62](#) - Tobacco)
- (cf. [5131.63](#) - Steroids)
- (cf. [5141](#) - Health Care and Emergencies)
- (cf. [5141.23](#) - Infectious Disease Prevention)
- (cf. [5141.3](#) - Health Examinations)
- (cf. [5141.31](#) - Immunizations)
- (cf. [5141.32](#) - Health Screening for School Entry)
- (cf. [5141.6](#) - School Health Services)
- (cf. [5142](#) - Safety)
- (cf. [6142.1](#) - Sexual Health and HIV/AIDS Prevention Education)
- (cf. [6164.2](#) - Guidance/Counseling Services)

To encourage consistent health messages between the home and school environment, the Superintendent or designee may disseminate health information and/or the district's student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

- (cf. [1100](#) - Communication with the Public)
- (cf. [1112](#) - Media Relations)
- (cf. [1113](#) - District and School Web Sites)
- (cf. [1114](#) - District-Sponsored Social Media)
- (cf. [6020](#) - Parent Involvement)

School Health Council/Committee

The Superintendent or designee shall permit parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC [1758b](#))

To fulfill this requirement, the Superintendent or designee shall appoint a school health council or other district committee whose membership shall include representatives of these groups. He/she also may invite participation of other groups or individuals, such as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

(cf. [1220](#) - Citizen Advisory Committees)
(cf. [9140](#) - Board Representatives)

The school health council/committee shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council/committee may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Nutrition Education and Physical Activity Goals

The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. (42 USC [1758b](#))

The district's nutrition education and physical education programs shall be based on research, consistent with the expectations established in the state's curriculum frameworks and content, and designed to build the skills and knowledge that all students K-12 need to maintain a healthy lifestyle.

(cf. [6011](#) - Academic Standards)
(cf. [6143](#) - Courses of Study)

Nutrition education shall be provided as part of the health education program and, as appropriate, and shall be integrated into core academic subjects in the regular educational program. Nutrition education also may be offered through before- and after-school programs.

(cf. [5148.2](#) - Before/After School Programs)
(cf. [6142.8](#) - Comprehensive Health Education)

The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.

(cf. [1325](#) - Advertising and Promotion)

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

- (cf. 5142.2 - Safe Routes to School Program)
- (cf. [6142.7](#) - Physical Education and Activity)
- (cf. [6145](#) - Extracurricular and Cocurricular Activities)
- (cf. [6145.2](#) - Athletic Competition)

The Board may enter into a joint use agreement to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

- (cf. 1330.1 - Joint Use Agreements)

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness and may provide opportunities for regular physical activity among employees. Professional development shall include instructional strategies that assess health knowledge and skills and promote healthy behaviors.

- (cf. [4131](#) - Staff Development)
- (cf. [4231](#) - Staff Development)
- (cf. [4331](#) - Staff Development)

Nutrition Guidelines for Foods and Beverages Available at School

For all foods and beverages available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC [1773](#) and [1779](#) and support the objectives of promoting student health and reducing childhood obesity. (42 USC [1758b](#))

The Board believes that foods and beverages available to students at district schools should support the health curriculum and promote optimal health, taking into consideration the needs of students with special dietary needs. Nutritional standards adopted by the district for all foods and beverages sold to students, including foods and beverages provided through the district's food service program, student stores, vending machines, or other venues, shall meet or exceed state and federal nutritional standards.

- (cf. [3312](#) - Contracts)
- (cf. [3550](#) - Food Service/Child Nutrition Program)
- (cf. [3554](#) - Other Food Sales)
- (cf. 5141.27 - Food Allergies/Special Dietary Needs)
- (cf. [5148](#) - Child Care and Development)

(cf. [5148.3](#) - Preschool/Early Childhood Education)
(cf. [3552](#) - Summer Meal Program)
(cf. [3553](#) - Free and Reduced Price Meals)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. School staff are encouraged to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

(cf. [1230](#) - School-Connected Organizations)

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

Program Implementation and Evaluation

The Superintendent shall designate one or more district or school employees, as appropriate, to ensure that each school site complies with this policy. (42 USC [1758b](#))

(cf. [0500](#) - Accountability)
(cf. [3555](#) - Nutrition Program Compliance)

The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the contents and implementation of this policy. He/she shall periodically measure and make available to the public an assessment of the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC [1758b](#))

To determine whether the policy is being effectively implemented districtwide and at each district school, the following indicators shall be used:

1. Descriptions of the district's nutrition education, physical education, and health education curricula by grade level
2. Number of minutes of physical education instruction offered at each grade span
3. Number and type of exemptions granted from physical education

4. Results of the state's physical fitness test
5. An analysis of the nutritional content of meals served based on a sample of menus
6. Student participation rates in school meal programs, compared to percentage of students eligible for free and reduced-price meals
7. Number of sales of non-nutritious foods and beverages in fundraisers or other venues outside of the district's meal programs
8. Feedback from food service personnel, school administrators, the school health council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons
9. Any other indicators recommended by the Superintendent and approved by the Board

Posting Requirements

Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all main school, offices, cafeterias or in other central eating areas. (Education Code [49432](#))

Each school shall also post an updated summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.

Legal Reference:

EDUCATION CODE

- 33350-33354 CDE responsibilities re: physical education
- 49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
- 49490-49494 School breakfast and lunch programs
- 49500-49505 School meals
- 49510-49520 Nutrition
- 49530-49536 Child Nutrition Act
- 49540-49546 Child care food program
- 49547-49548.3 Comprehensive nutrition services
- 49550-49561 Meals for needy students
- 49565-49565.8 California Fresh Start pilot program
- 49570 National School Lunch Act
- 51210 Course of study, grades 1-6
- 51220 Course of study, grades 7-12
- 51222 Physical education
- 51223 Physical education, elementary schools
- 51795-51796.5 School instructional gardens
- 51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:
1758b Local wellness policy
1771-1791 Child Nutrition Act, especially:
1773 School Breakfast Program
1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program
220.1-220.23 National School Breakfast Program

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Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

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Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, January 2015

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Guide, 2014

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NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS
Fit, Healthy and Ready to Learn, 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2005

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2000

WEB SITES

CSBA: <http://www.csba.org>

Action for Healthy Kids: <http://www.actionforhealthykids.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

Center for Collaborative Solutions: <http://www.ccscenter.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Dairy Council of California: <http://www.dairycouncilofca.org>

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

National Association of State Boards of Education: <http://www.nasbe.org>

School Nutrition Association: <http://www.schoolnutrition.org>

Society for Nutrition Education: <http://www.sne.org>

U.S. Department of Agriculture, Food Nutrition Service, wellness policy:

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Policy SAN GABRIEL UNIFIED SCHOOL DISTRICT

adopted: May 9, 2006 San Gabriel, California

revised: May 7, 2013

revised: March 22, 2016

AR 5030 Students

Student Wellness

The Board of Education and District administration believe that health and academic success are interrelated. Schools cannot achieve their primary mission of education if students and staff are not healthy and fit physically, mentally and socially.

The Local Wellness Policy requirement was established by Section 204 of the Public Law 108-265, the Child Nutrition and WIC Reauthorization Act and Healthy, Hunger-Free Kids Act of 2010. It requires each school district participating in the National School Lunch Program and/or School Breakfast Program to develop, continuously implement, evaluate and update a local wellness policy that promotes the health of students and addresses the growing problem of childhood obesity.

Standards for Health and Wellness Education and Service

I. Comprehensive Health Education (Education Code [51890](#), [51891](#), [51210](#))

Students will receive a comprehensive health education including:

1. Instruction to aid them in making decisions in matters of personal, family, and community health
2. Classroom participation by practicing professional health and safety personnel in the community
3. Instruction that will help pupils gain appreciation for the importance and value of lifelong health and the need for each individual to take responsibility for his or her own health
4. Instruction on preventative health care, including obesity and diabetes prevention through nutrition education

II. Nutrition Education

The Board shall ensure teachers are provided with health curriculum framework for age-appropriate, skill-building nutrition education that is focused on behavior change at all grade levels. Nutrition education shall be sequential and comprehensive in scope. (Education Code [8990](#), [8993](#), [51210.4](#))

The Board encourages instructional staff to:

1. Base instruction on the California Health Education Content Standards.
2. Integrate current and scientifically accurate nutrition content into before and after-school programs and classroom instruction.
3. Link classroom nutrition education to the overall school community through various projects such as school gardens, cafeteria-based nutrition education, and/or parent/community outreach.
4. Provide professional preparation and/or ongoing professional development for district teachers related to nutrition education and all other areas of health education.

5. Use evidence-based nutrition education programs and curriculum that is aligned to the Dietary Guidelines for Americans to support healthy and positive eating choices.
6. Coordinate with the food service program and other components of the school health program in order to integrate nutrition concepts into the instruction of other subject areas.
7. Collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to pupils and their families.
8. Disseminate information to parents, guardians, pupils, and staff about community programs that offer nutrition assistance to families.
9. Model healthy eating behaviors.

The Board recognizes that district and school site level Food Services and Health Services staff is a part of the learning community and impacts the educational environment of students.

III. Physical Activity and Physical Education

The primary goal for a school's physical activity component is to provide opportunities for every student to develop the concepts, knowledge and skills for age appropriate physical activities; maintain physical fitness; regularly participate in physical activity, and understand the short- and long-term benefits of a physically active and healthy lifestyle. (Education Code [33350](#), [51210](#), [51210.2](#), [51222](#), [51223](#), [33350](#))

(cf. [6142.7](#) - Physical Education)

A comprehensive physical activity program encompasses a variety of opportunities for students to maximize physical activity, including but not limited to physical education and recess.

Other suggested activities to further enhance physical and mental health may include:

1. Walk/bike-to-school programs
2. Before- and after-school physical activity programs
3. Health education that includes physical activity as a main component, and physical activity within the classroom.
4. Movement breaks between subjects

The Board also encourages teachers and administrative staff to:

1. Base instruction on the California State Physical Education Standards K-12
2. Integrate current and scientifically accurate physical activity content into before and after-school programs and classroom instruction
3. Provide professional preparation and/or ongoing professional development for district teachers related to physical education and nutrition/physical activity

4. Physical education/activity and recess not be used or withheld as a punishment

5. Model healthy physical activity behaviors

IV. Health Services

School nurses shall be fully supportive of wellness policy regulations and promotion of health and wellness activities. Nurses will provide information on nutrition, disease prevention and detection.

School nurses promote attendance by providing resources for immunizations, obesity prevention and nutrition counseling, respiratory management and other preventive medical opportunities for students, staff and community.

Health services will seek local community resources for health education opportunities for students, staff and community.

V. Food Services

Healthy, active, and well-nourished children are more likely to attend school and are more prepared and motivated to learn. Good nutrition helps: maintain concentration, sustain energy levels, improve classroom behavior, and reduce the risk of being overweight or obese. Additionally it supports good oral and lung health reducing the risk of dental cavities and asthma. Teachers, parents, and administrators should be notified if a student does not eat on a regular basis.

(cf. [3550](#) - Food Service/Child Nutrition Program)

The Board recognizes that each student needs a nutritious breakfast in order to be healthy, active, and ready to learn. Therefore, increased participation in the National School Breakfast Program shall be promoted and supported.

The District recognizes that students need adequate time to eat a nutritious meal. Students should have sufficient time to eat after sitting down with their lunch.

1. Each student must have the opportunity to eat a nutritious lunch around midday and must return to class before school dismissal if scheduling allows.
2. Students should have the opportunity to go through the lunch line if they so choose.
3. Students with sack lunches should not be seated separately from students with school lunches. All students shall be treated equally and fairly.

In order to promote student health and achievement, Food Services uses the USDA Federal Standard Menu Planning System. The weekly average of menus must meet calories and nutrient standards for protein, fat, saturated fat, vitamins A and C, iron, and calcium. Cholesterol, fiber, carbohydrate, and sodium levels are also monitored.

Standards for all Foods and Beverages Available on School Campus

All foods and beverages sold in schools, from midnight until 30 minutes after school day, will meet or exceed state and federal law in the Smart Snacks in Schools Initiative and the USDA's "All Foods Sold in Schools" Standards. (Education Code [49430](#), [49431](#)) Refer to Exhibit 5030 (a) and E 5030 (b): Competitive Food Quick Reference Cards--Public Schools.

All food and beverage fundraisers taking place from midnight to one half hour after the school day and as permitted by law shall be approved by the school principal and Director of Food Services. (Refer to Exhibit 5030 (c): Fundraiser Application)

Requirements for student food sales in elementary schools (5 Title 15500):

a) No school providing kindergarten or any of grades one through eight shall permit the sale of food by pupil organizations if such school is participating in the National School Lunch, School Breakfast, or Food Distribution program except as provided in subsection (b) and Section 15501.

(b) The Board of Education may permit a student organization to sell not more than one food item per sale when all of the following conditions are met:

(1) The specific nutritious food item is approved by the Board of Education.

(2) The food sales do not begin until after the close of the regularly scheduled midday food service period.

(3) The sales during the regular school day are not of food items prepared on the premises.

(4) There are no more than four such sales per year per school.

(5) The food item sold is a dessert type food, such as pastry, ice cream or fruit.

(6) The food item sold is not one sold in the food service program at that school during that school day.

The following rules apply only to food and beverage sales by student organizations in middle and high schools (5 Title 15501):

The Board of Education of any district maintaining a high school or a junior high school may permit an organization consisting solely of pupils of such school to sell food items during or after the regular school day if the following conditions are met:

(a) The specific nutritious food items are approved by the governing board.

(b) A student organization or organizations may be approved to sell food at any time during the school day, including the regularly scheduled food service period(s), as provided in (1) and/or (2) below:

(1) Only one such organization each school day selling no more than three types of food or beverage items such as confections, popcorn, nuts, fruit, or soft drinks; and/or

(2) Any one or more student organizations may conduct no more than four food sales of any food items during a school year in each school, but such sales shall be held on the same four days for any or all organizations.

(c) The sales during the regular school day are not of food prepared on the premises.

(d) The food items sold during the regular school day are not those sold by the district in the food service program at that school during that school day.

Standards for Other Wellness Considerations

Drinking Water - Every student should have access to free, potable drinking water, throughout the school day.

Classroom Parties and Celebrations - Teachers shall limit classroom parties/celebrations involving food during the school day to no more than three parties/celebrations per class per year, and hold them after the last lunch period for the grade level or class.

Student Birthday Recognition - The Board encourages non-food rewards for recognition of birthdays. Sample activities that celebrate the child are available on the SGUSD Food Services website.

Celebrating Student Success - The Board encourages non-food rewards for recognition of student success, behavior and/or achievement. Sample activities that celebrate the child are available on the SGUSD Food Services website.

School instructional staffs are encouraged to become informed about the negative consequences of using food as a reward and of withholding food from pupils as punishment. (Education Code [8993](#))

Advertising - schools are not to advertise or market foods and beverages that do not meet the state and federal guidelines (e.g. signs and marketing materials promoting these foods are not visible to the students on the school campus).

Standards for Monitoring Wellness Policy

The SGUSD Wellness Council distributes annual surveys to all District staff and community stakeholders as interested. The SGUSD Wellness Council, based upon the survey outcomes, reviews, evaluates, and updates the SGUSD local wellness policy to ensure that it promotes the health of students and addresses the growing problem of childhood obesity.

Supporting Documents

San Gabriel Overarching Wellness Goals

SGUSD Overarching Wellness Goals

In 2004, the Child Nutrition and Women, Infants and Children Reauthorization Act required local educational agencies sponsoring school meal programs to establish a wellness policy by the beginning of school year 2006-2007. The San Gabriel Unified School District (SGUSD) Board established a policy in July 2006. This policy was reviewed and updated December 2010, November 2012 and September 2015. This policy provides guidelines that combine education with practice to create healthful school environments and encourage healthy behavior.

Development is the easy part. Our challenge is the implementation, monitoring and evaluation of this important policy; we need your assistance and support.

We want to create an environment for all students, staff and parents that will support and improve healthy behaviors. Successful programs are available to enable efficient and effective collaboration. Here are just a few examples:

Nutrition Education for All

Continued teacher nutrition education is crucial for the achievement of SGUSD students. According to the 2009 Society for Nutrition Education Report, State of Nutrition Education and Promotion for Children and Adolescents, "a coordinated health and safety systems approach to nutrition education and promotion provided the following outcomes: higher test scores, improved average attendance, increased graduation rates, and decreased discipline referrals, in-school detentions, and out-of-school suspensions. The increased focus on the nutritional health and physical well-being was central to these achievements."

Physical Activity

All students should have the opportunity to engage in daily physical activity breaks. During the school day, children need a break from sedentary activities in the classroom. Engaging the body and mind in physical activity will provide students with a much-needed break from sedentary time. The increased blood flow to the brain will prime the brain for learning and assist students in focusing on the next learning activity. Physical activity breaks also help the students to achieve the recommended target of 60 minutes a day of physical activity to promote health and help to prevent obesity.

Physical Education

Physical education contributes significantly to every student's health and well-being. The state requires that all students in grades 1-6 participate in a minimum of 200 minutes of physical education every ten days and not less than 400 minutes each 10 school days for students in grades 7-12. Students are entitled to a standards based program with instruction in developing motor skills and movement patterns, demonstrating knowledge of movement concepts, knowledge of physical fitness concepts and principles, maintaining physical fitness, and the psychological and sociological concepts and strategies that apply to the learning and performance of physical activity. A high quality physical education program promotes an active lifestyle and improved health, motor skill development and better cognitive performance.

Healthy Fundraisers

The partnership between PTA or other campus parent groups (ELAC, School Site Council) and each school site continues to be crucial for success on many levels. For example, PTA is a key supporter of funds for the much needed activities and equipment. However, a recent study shows that the largest barriers reported to implementing the wellness policies were the use of food for fundraising. The support of the PTA is necessary for a successful wellness policy implementation. School fundraising can be healthy and profitable! Fundraisers involving the sale of food or drink items from midnight until one half hour after the end of the school day must be approved by the school principal and the Director of Food Services.

Healthier U.S. Schools Challenge

It is also a goal of the District to meet the USDA's Healthier U.S. Schools Challenge. This challenge requires schools to meet guidelines based on components of student wellness including school meals, nutrition education, physical education, and policy. Schools that win Alliance for a Healthier Generation awards can skip sections of the Healthier U.S. Schools Challenge award application.

Wellness Council as Resource to Schools and Families

SGUSD Wellness Council encourages the development of wellness committees at each school site and will serve as a resource to the development, operation, and maintenance of all committees. The wellness committees will in turn serve the families of their students and bring suggestions and concerns back to the larger district council. The Wellness Council will continue to reach out to community partners such as the City of San Gabriel, San Gabriel Valley Medical Center, and all community organizations serving the residents of San Gabriel.

Regulation SAN GABRIEL UNIFIED SCHOOL DISTRICT
approved: March 22, 2016 San Gabriel, California

SGUSD Exhibit 5030 (a)

ELEMENTARY SCHOOL-FOOD RESTRICTIONS

References: *Education Code* sections 49430, 49431, 49431.7; *California Code of Regulations* sections 15575, 15577, 15578; *Code of Federal Regulations* sections 210.11, 220.12

An **elementary school** contains no grade higher than grade 6.
Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL foods sold to students by any entity.
Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

Compliant foods

Must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item* (or have one of these as the first ingredient), or
- Be a combination food containing at least ¼ cup fruit or vegetable.

AND must meet the following nutrition standards:

- ≤ 35% calories from fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo, fruit, non-fried vegetables, seafood), **and**
- < 10% calories from saturated fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo), **and**
- ≤ 35% sugar by weight (except fruit**, non-fried vegetables, dried fruit and nut/seed combo), **and**
- < 0.5 grams trans fat per serving (no exceptions), **and**
- ≤ 200 milligrams sodium per item/container (no exceptions), **and**
- ≤ 200 calories per item/container (no exceptions)

Paired foods:

- If exempt food(s) are combined with nonexempt food(s) or added fat/sugar they must meet ALL nutrition standards above.
- If two foods exempt from one or more of the nutrition standards are paired together and sold as a single item, the item must meet for trans fat, sodium, and calories.

* A whole grain item contains:

- The statement "Diets rich in whole grain foods... and low in total fat... may help reduce the risk of heart disease..." **or**
- A whole grain as the first ingredient, **or**
- A combination of whole grain ingredients comprising at least 51% of the total grain weight (manufacturer must verify), **or**
- At least 51% whole grain by weight.

** Dried blueberries cranberries, cherries, tropical fruit, chopped dates, or chopped figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100% juice only.

CHECK YOUR DISTRICT'S WELLNESS POLICY FOR STRICTER RULES.

Groups or individuals selling foods/beverages to students must keep their own records as proof of compliance.

ELEMENTARY SCHOOL-BEVERAGE RESTRICTIONS

References: *Education Code* Section 49431.5, *California Code of Regulations* Section 15576, *Code of Federal Regulations* sections 210.10, 210.11, 220.8, 220.12

An **elementary school** contains no grade higher than grade 6.
Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL beverages sold to students by any entity.
Sold means the exchange of beverages for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

A compliant beverage must be marketed or labeled as a fruit and/or vegetable juice, milk, non-dairy milk, or water AND meet all criteria under that specific category.

Compliant beverages:

1. Fruit or Vegetable juice:
 - a. ≥ 50% juice **and**
 - b. No added sweeteners
 - c. ≤ 8 fl. oz. serving size
2. Milk:
 - a. Cow's or goat's milk, **and**
 - b. 1% (unflavored), nonfat (flavored, unflavored), **and**
 - c. Contains Vitamins A & D, **and**
 - d. ≥ 25% of the calcium Daily Value per 8 fl. oz., **and**
 - e. ≤ 28 grams of total sugar per 8 fl. oz.
 - f. ≤ 8 fl. oz. serving size
3. Non-dairy milk:
 - a. Nutritionally equivalent to milk (see 7 *CFR* 210.10(d)(3), 220.8(i)(3)), must contain per 8 fl. oz.:
 - ≥ 276 mg calcium
 - ≥ 8 g protein
 - ≥ 500 IU Vit A
 - ≥ 100 IU Vit D
 - ≥ 24 mg magnesium
 - ≥ 222 mg phosphorus
 - ≥ 349 mg potassium
 - ≥ 0.44 mg riboflavin
 - ≥ 1.1 mcg Vit B12, **and**
 - b. ≤ 28 grams of total sugar per 8 fl. oz., **and**
 - c. ≤ 5 grams fat per 8 fl. oz.
 - d. ≤ 8 fl. oz. serving size
4. Water:
 - a. No added sweeteners
 - b. No serving size

All beverages must be caffeine-free (trace amounts are allowable).

ELEMENTARY SCHOOL-STUDENT ORGANIZATIONS

Reference: *California Code of Regulations* Section 15500

Student organization is defined as a group of students that are NOT associated with the curricula or academics of the school or district.
Effective from midnight to one-half hour after the end of the official school day.

Student organization sales must comply with all food and beverage standards **AND all** of the following:

1. Only **one food or beverage item** per sale.
2. The food or beverage item must be **pre-approved** by the **governing board** of the school district.
3. The sale must occur **after the last lunch period** has ended.
4. The food or beverage item **cannot be prepared on campus**.
5. Each school is allowed **four sales** per year.
6. The food or beverage item cannot be the same item **sold in the food service program** at that school during the same school day.

MIDDLE/HIGH SCHOOL-FOOD RESTRICTIONS

References: *Education Code* sections 49430, 49431.2, 49431.7, *California Code of Regulations* sections 15575, 15577, 15578, *Code of Federal Regulations* sections 210.11, 220.12

A **middle/junior high** contains grades 7 or 8, 7 to 9, 7 to 10.

A **high school** contains any of grades 10 to 12.

Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL foods sold to students by any entity.

Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

“Snack” foods must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item* (or have one of these as the first ingredient), or
- Be a combination food containing at least ¼ cup fruit or vegetable.

AND must meet the following nutrition standards:

- ≤ 35% calories from fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo, fruit, non-fried vegetables, seafood), **and**
- < 10% calories from saturated fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo), **and**
- ≤ 35% sugar by weight (except fruit**, non-fried vegetables, dried fruit and nut/seed combo), **and**
- < 0.5 grams trans fat per serving (no exceptions), **and**
- ≤ 200 milligrams sodium per item/container (no exceptions), **and**
- ≤ 200 calories per item/container (no exceptions)

Paired foods:

- If exempt food(s) are combined with nonexempt food(s) or added fat/sugar they must meet ALL nutrition standards above.
- If two foods exempt from one or more of the nutrition standards are paired together and sold as a single item, the item must meet for trans fat, sodium, and calories.

“Entrée” foods must be intended as the main dish and be a:

- Meat/meat alternate and whole grain rich food, **or**
- Meat/meat alternate and fruit or non-fried vegetable, **or**
- Meat/meat alternate alone (cannot be yogurt, cheese, nuts, seeds, or meat snacks = these are considered a “snack” food).

AND

A competitive entrée **sold by District/School Food Service the day of or the day after** it appears on the reimbursable meal program menu must be:

- ≤ 400 calories, **and**
- ≤ 35% calories from fat
- < 0.5 grams trans fat per serving

A competitive entrée **sold by Food Service if NOT on the menu the day of or day after or any other entity (PTA, student organization, etc.)** must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item (or have one of these as the first ingredient), **or**
- Be a combination food containing at least ¼ cup fruit or vegetable

AND meet the following nutrition standards:

- ≤ 35% calories from fat, **and**
- < 10% calories from saturated fat, **and**
- ≤ 35% sugar by weight, **and**
- < 0.5 grams trans fat per serving, **and**
- ≤ 480 milligrams sodium, **and**
- ≤ 350 calories

* A whole grain item contains:

- The statement “Diets rich in whole grain foods... and low in total fat... may help reduce the risk of heart disease...,” **or**
- A whole grain as the first ingredient, **or**
- A combination of whole grain ingredients comprising at least 51% of the total grain weight (manufacturer must verify), **or**
- At least 51% whole grain by weight.

** Dried blueberries cranberries, cherries, tropical fruit, chopped dates, or chopped figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100% juice only.

CHECK YOUR DISTRICT’S WELLNESS POLICY FOR STRICTER RULES.

Groups or individuals selling foods/beverages to students must keep their own records as proof of compliance.

MIDDLE/HIGH SCHOOL-BEVERAGE RESTRICTIONS

References: *Education Code* Section 49431.5, *California Code of Regulations* Section 15576, *Code of Federal Regulations* sections 210.10, 210.11, 220.8, 220.12

A **middle/junior high** contains grades 7 or 8, 7 to 9, 7 to 10.

A **high school** contains any of grades 10 to 12.

Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL beverages sold to students by any entity.

Sold means the exchange of beverages for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

A compliant beverage must be marketed or labeled as a fruit and/or vegetable juice, milk, non-dairy milk, water, electrolyte replacement beverage/sports drink, or flavored water AND meet all criteria under that specific category.

Compliant beverages:

1. Fruit or Vegetable juice:
 - a. ≥ 50% juice **and**
 - b. No added sweeteners
 - c. ≤ 12 fl. oz. serving size
2. Milk:
 - a. Cow’s or goat’s milk, **and**
 - b. 1% (unflavored), nonfat (flavored, unflavored), **and**
 - c. Contains Vitamins A & D, **and**
 - d. ≥ 25% of the calcium Daily Value per 8 fl. oz., **and**
 - e. ≤ 28 grams of total sugar per 8 fl. oz.
 - f. ≤ 12 fl. oz. serving size
3. Non-dairy milk:
 - a. Nutritionally equivalent to milk (see 7 *CFR* 210.10(d)(3), 220.8(i)(3)), **and**
 - b. ≤ 28 grams of total sugar per 8 fl. oz., **and**
 - c. ≤ 5 grams fat per 8 fl. oz.
 - d. ≤ 12 fl. oz. serving size
4. Water:
 - a. No added sweeteners
 - b. No serving size limit
5. Electrolyte Replacement Beverages (**HIGH SCHOOLS ONLY**)
 - a. Must be either ≤ 5 calories/8 fl. oz. (no calorie) OR ≤ 40 calories/8 fl. oz. (low calorie)
 - b. Water as first ingredient
 - c. ≤ 16.8 grams added sweetener/8 fl. oz.
 - d. 10-150 mg sodium/8 fl. oz.
 - e. 10-90 mg potassium/8 fl. oz.
 - f. No added caffeine
 - g. ≤ 20 fl. oz. serving size (no calorie) OR ≤ 12 fl. oz. serving size (low calorie)
6. Flavored Water (**HIGH SCHOOLS ONLY**)
 - a. Must be either ≤ 5 calories/8 fl. oz. (no calorie) OR ≤ 40 calories/8 fl. oz. (low calorie)
 - b. No added sweetener
 - c. No added caffeine
 - d. ≤ 20 fl. oz. serving size (no calorie) OR ≤ 12 fl. oz. serving size (low calorie)

All beverages must be caffeine-free (trace amounts are allowable).

MIDDLE/HIGH SCHOOL-STUDENT ORGANIZATIONS

Reference: *California Code of Regulations* Section 15501

Student organization is defined as a group of students that are NOT associated with the curricula or academics of the school or district.

Effective from midnight to one-half hour after the end of the official school day.

Student organization sales must comply with all food and beverage standards **AND all** of the following:

1. Up to **three categories** of foods or beverages *may* be sold each day (e.g., chips, sandwiches, juices, etc.).
2. Food or beverage item(s) must be **pre-approved** by the governing board of the school district.
3. Only **one student organization** is allowed to sell each day.
4. Food(s) or beverage(s) **cannot** be **prepared on campus**.
5. The food or beverage categories sold **cannot** be the same as the categories **sold in the food service program** at that school during the same school day.
6. In addition to one student organization sale each day, any and **all student organizations** may sell on the **same four designated days** per year. School administration may set these dates.

BP 5112.5 Students

Open/Closed Campus

In order to keep students in a supervised, safe and orderly environment, the Board of Education establishes a closed campus at all district schools.

Students shall not leave the school grounds at any time during the school day without written permission of their parents/guardians and school authorities. Students who leave school without authorization shall be classified truant and subject to disciplinary action.

(cf. [5113](#) - Absences and Excuses)

Student handbooks shall fully explain all rules and disciplinary procedures involved in the maintenance of the closed campus.

(cf. [5144](#) - Discipline)

Legal Reference:

EDUCATION CODE

[35160](#) Authority of the Board

[35160.1](#) Broad authority of school district

[44808.5](#) Permission for pupils to leave school grounds; notice

Policy SAN GABRIEL UNIFIED SCHOOL DISTRICT
adopted: December 14, 2004 San Gabriel, California

AR 5148 Students

Child Care And Development

Licensing

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code [1596.792](#) or 22 CCR [101158](#).

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code [1596.8555](#))

Licensed child care centers shall be subject to the requirements of Health and Safety Code [1596.70-1597.21](#), 22 CCR [101151-101239.2](#), and, when applicable, 22 CCR [101451-101539](#).

Program Components

The district's child care and development program shall include the following components:

1. The use of a developmental profile reflecting each child's physical, cognitive, social, and emotional development to plan and conduct developmentally and age appropriate activities (Education Code [8203.5](#); 5 CCR [18272](#))

Program staff shall complete the "Desired Results Developmental Profile," available from the California Department of Education (CDE), for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (Education Code [8203.5](#); 5 CCR [18270.5](#), [18272](#))

2. An educational program which complies with 5 CCR [18273](#), including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive of children with special needs

(cf. [5148.2](#) - Before/After School Programs)

(cf. [5148.3](#) - Preschool/Early Childhood Education)

(cf. [6159](#) - Individualized Education Program)

(cf. [6164.4](#) - Identification of Individuals for Special Education)

(cf. [6164.6](#) - Identification and Education Under Section 504)

(cf. [6174](#) - Education for English Language Learners)

3. A staff development program which complies with 5 CCR [18274](#)

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

(cf. [4331](#) - Staff Development)

4. Parent/guardian involvement and education which complies with 5 CCR [18275](#) and involves parents/guardians through an orientation, at least two individual conferences per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress

(cf. [6020](#) - Parent Involvement)

5. A health and social services component which complies with 5 CCR [18276](#) and includes referrals to appropriate community agencies as needed

(cf. [1020](#) - Youth Services)

(cf. [1400](#) - Relations Between Other Governmental Agencies and the Schools)

(cf. [5141](#) - Health Care and Emergencies)

(cf. [5141.23](#) - Asthma Management)

(cf. [5141.6](#) - School Health Services)

6. A community involvement component which complies with 5 CCR [18277](#)

7. A nutrition component which ensures that children in the program are provided nutritious meals, beverages, and snacks that meet state and federal standards and have access to drinking water throughout the day, including meal times (Health and Safety Code [1596.808](#); 42 USC [1766](#); 5 CCR [18278](#))

(cf. [3550](#) - Food Service/Child Nutrition Program)

(cf. [5030](#) - Student Wellness)

(cf. [5141.27](#) - Food Allergies/Special Dietary Needs)

8. An annual plan for program evaluation which conforms with the state's "Desired Results for Children and Families" system and includes, but is not limited to, a self-evaluation, parent survey, and environment rating scale using forms provided by the CDE (5 CCR [18270.5](#), [18279](#), [18280](#))

(cf. [0500](#) - Accountability)

9. Programs that promote age-appropriate structured and unstructured opportunities for physical activity and that limit the amount of time spent in sedentary activities to an appropriate level

Staffing

The district's child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in 5 CCR [18290-18292](#) based on the ages of the children served.

Any person employed at a district child care center and any volunteer who provides care and supervision to children at such a center shall be immunized against influenza, pertussis, and measles. If a person meets all other requirements for employment or volunteering, as applicable,

but needs additional time to obtain and provide his/her immunization records, the person may be employed or volunteer conditionally for a maximum of 30 days upon signing and submitting a written statement attesting that he/she has been immunized as required. In addition, each employee and volunteer shall receive an influenza vaccination between August 1 and December 1 of each year. A person shall be exempt from these requirements only under any of the following circumstances: (Health and Safety Code [1596.7995](#))

1. The person submits a written statement from a licensed physician declaring either that immunization is not safe because of the person's physical condition or medical circumstances or that the person has evidence of current immunity to influenza, pertussis, and measles.
2. In the case of the influenza vaccine, the person submits a written declaration that he/she has declined the vaccination.
3. In the case of the influenza vaccine required during the first year of employment or volunteering, the vaccine is not timely because the person was hired after December 1 of the previous year and before August 1 of the current year.

(cf. [1240](#) - Volunteer Assistance)
(cf. [4112.4](#) - Health Examinations)

Documentation of the required immunizations or exemptions from immunization shall be maintained in the employee's personnel file. (Health and Safety Code [1596.7995](#))

(cf. [4112.6](#) - Personnel Files)

In addition to the above immunization requirements, teachers employed in a child care center shall present evidence of a current tuberculosis clearance and meet other requirements specified in Health and Safety Code [1597.055](#). (Health and Safety Code [1597.055](#))

Eligibility and Enrollment

The district's child care and development services may be available to infants and children through age 12 years of age. Individuals with disabilities may be served through age 21 years of age in accordance with their individualized education program and Education Code [8208](#). (Education Code [8208](#), [8263.4](#); 5 CCR [18089](#), [18407](#), [18422](#))

Eligible families shall be those who document both an eligibility basis and a need for care, as follows: (Education Code [8263](#))

1. The family is eligible for subsidized services on the basis of being a current aid recipient, income eligible, or homeless and/or the family's children are recipients of protective services or have been identified as being or at risk of being abused, neglected, or exploited.
2. The family has a need for child care based on either of the following:

a. The unavailability of the parents/guardians to care for and supervise their children for some portion of the day because they are participating in vocational training leading directly to a recognized trade, paraprofession, or profession; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated

b. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR [18106](#))

First priority for enrollment shall be given to neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code [8263](#))

Second priority for enrollment shall be given to families who are income eligible, as defined in Education Code [8263.1](#). Families with the lowest gross monthly income in relation to family size shall be admitted first. If two or more families are in the same priority in relation to income, the family that has a child with disabilities shall be admitted first or, if there is no child with disabilities, the family that has been on the waiting list for the longest time shall be admitted first. (Education Code [8263](#), [8263.1](#))

The district shall allow eligible children 11-12 years of age to combine enrollment in a before-school or after-school program with subsidized child care services during the time that the before-school or after-school program does not operate. Children 11-12 years of age, except for children with disabilities, shall be eligible for subsidized child care services only for the portion of care needed that is not available in a before-school or after-school program. (Education Code [8263.4](#))

After all children eligible for subsidized services have been enrolled, the district may enroll children in accordance with any other priorities established by the Board of Education.

The district's decision to approve or deny services shall be communicated to the parent/guardian through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR [18094](#), [18118](#))

(cf. [5145.6](#) - Parental Notifications)

Subsequently, the Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but

not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR [18095](#), [18119](#))

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that he/she no longer wants the service
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services containing the completed and signed application for services, documentation used to determine the child's eligibility and need, and copies of all Notices of Action. (5 CCR [18081](#), [18095](#))

Fees and Charges

Except when offering a program that is prohibited by law from charging any fees, the Superintendent or designee may charge fees for services according to the fee schedule established by the Superintendent of Public Instruction, the actual cost of services, or the maximum daily/hourly rate specified in the contract, whichever is least. (Education Code [8250](#), [8263](#), [8273](#), [8273.1](#), [8273.2](#), [8447](#); 5 CCR [18078](#), [18108-18110](#))

However, no fee shall be charged to a family that is receiving CalWORKS cash aid, an income-eligible family whose child is enrolled in a part-day California State Preschool Program, or a family whose income level, in relation to family size, is less than the first entry in the fee schedule. (Education Code [8273.1](#); 5 CCR [18110](#))

In addition, any family receiving child care on the basis of having a child who is a recipient of child protective services, or having a certification by a county child welfare agency that child care services continue to be necessary, may be exempt from these fees for up to 12 months. Any family whose child is receiving child care on the basis of being at risk of abuse, neglect, or exploitation may be exempt from these fees for up to three months, unless the family becomes eligible based on receipt of child protective services or certification of need by a county child welfare agency. The cumulative period of exemption for these purposes shall not exceed 12 months. (Education Code [8273.1](#))

Fees shall be assessed at initial enrollment and reassessed when a family is recertified or experiences a change in status. Fees shall be considered delinquent after seven days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If

a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (Education Code [8273](#); 5 CCR [18082](#), [18114](#), [18115](#))

Disenrollment

When necessary due to a reduction in state reimbursements, families shall be disenrolled from subsidized child care and development services in the following order: (Education Code [8263.3](#))

1. Families with the highest income in relation to family size shall be disenrolled first.
2. If two or more families have the same income ranking, children without disabilities who have been enrolled in child care services the longest shall be disenrolled first. After all children without disabilities have been disenrolled, children with disabilities shall be disenrolled, with those who have been enrolled in child care services the longest being disenrolled first.
3. Families whose children are receiving child protective services or are at risk of neglect, abuse, or exploitation, regardless of family income, shall be disenrolled last.

Health Examination

A physical examination and evaluation, including age-appropriate immunization, shall be required prior to or within 30 days of enrollment. (Education Code [8263](#))

The requirement for a physical examination and evaluation may be waived if a parent/guardian submits a letter stating that such examination is contrary to his/her religious beliefs. (Education Code [8263](#))

A child may be exempted from the immunization requirements only if: (Education Code [8263](#); Health and Safety Code [120335](#))

1. A licensed physician indicates that immunization is not safe due to the physical condition or medical circumstances of the child.
2. The parent/guardian submitted a letter or affidavit prior to January 1, 2016 stating that such examination is contrary to his/her personal beliefs. An exemption from immunization granted for personal beliefs is effective only until the next grade span (i.e., birth through preschool, grades K-6, and grades 7-12).

(cf. [5141.22](#) - Infectious Diseases)

(cf. [5141.3](#) - Health Examinations)

(cf. [5141.31](#) - Immunizations)

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence and signature of parent/guardian or district representative. (5 CCR [18065](#), [18066](#))

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Education Code [8208](#))
2. Family emergency (Education Code [8208](#))

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Education Code [8208](#))
4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code [8208](#))

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of protective services or at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR [18066](#))

Any absence due to a reason other than any of those stated above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the parents/guardians. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR [18066](#))

Rights of Parents/Guardians

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of his/her rights as specified in 22 CCR [101218.1](#), including but not limited to, the right to enter and inspect the child care facility and the right to be informed, upon request, of the name and type of association to the center of

any adult who has been granted a criminal record exemption. (Health and Safety Code [1596.857](#); 22 CCR [101218.1](#))

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code [1596.857](#))

Records

The Superintendent or designee shall maintain records of enrollment, attendance, types of families served, income received from all families participating in the district's child care and development program, and any other records required by the CDE.

(cf. [3580](#) - District Records)

(cf. [5125](#) - Student Records)

Regulation SAN GABRIEL UNIFIED SCHOOL DISTRICT

approved: December 14, 2004 San Gabriel, California

revised: September 27, 2011

revised: August 8, 2017

AR 5148.2 Students

Before/After School Programs

Grades K-8

The district's After School Education and Safety (ASES) program shall serve students in any of grades K-8 as the district may determine based on local needs. (Education Code [8482.3](#), [8484.7](#), [8484.75](#), [8484.8](#))

The district's ASES program shall be operated in accordance with the following:

1. Program Elements

a. The program shall include an educational and literacy element in which tutoring or homework assistance is provided in language arts, mathematics, history and social science, computer training, and/or science. (Education Code [8482.3](#))

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. [6154](#) - Homework/Makeup Work)

(cf. [6163.4](#) - Student Use of Technology)

b. The program shall include an educational enrichment element which may include, but is not limited to, fine arts, career technical education, recreation, technology, physical fitness, and prevention activities. (Education Code [8482.3](#))

(cf. [5131.6](#) - Alcohol and Other Drugs)

(cf. [5131.62](#) - Tobacco)

(cf. 6142.6 - Visual and Performing Arts)

(cf. [6142.7](#) - Physical Education and Activity)

(cf. 6178 - Career Technical Education)

2. Nutrition

a. If snacks or meals are made available in the program, they shall conform to state nutrition standards specified in Education Code [49430-49434](#) or 42 USC [1766](#) as applicable. (Education Code [8482.3](#); 42 USC [1766-1766a](#); 7 CFR 226.17)

b. The district's before-school program shall offer a breakfast meal as described in Education Code [49553](#) for all program participants. (Education Code [8483.1](#))

(cf. [3550](#) - Food Service/Child Nutrition Program)

(cf. [3554](#) - Other Food Sales)

(cf. [5030](#) - Student Wellness)

3. Location of Program

a. The program may be offered at one or multiple school sites and/or at an easily available and accessible off-campus facility. (Education Code [8482.3](#))

b. When there is a significant barrier to student participation in either the before-school or after-school component of a program at the school of attendance, the Superintendent or designee may, with the approval of the Superintendent of Public Instruction, provide services at another school site. Such transfer of services shall occur only if the school to which the program will be transferred agrees to receive students from the transferring school and has an existing grant of the same type as the transferring school, or does not have a 10-percent lower percentage of students eligible for free or reduced-price meals than the transferring school. A significant barrier includes any of the following: (Education Code [8482.8](#))

(1) Fewer than 20 students participating in the program component

(2) Extreme transportation constraints, including, but not limited to, desegregation busing, busing for magnet or open enrollment schools, or student dependence on public transportation

(3) A reduction in the program grant of an existing school due to its merging into a new school opened by the district or the splitting of its students with a new school

In such cases, the district shall arrange for safe, supervised transportation between school sites; ensure communication among staff in the regular school program, staff in the before-school or after-school program, and parents/guardians; and ensure alignment of the educational and literacy elements with the regular school program of participating students. (Education Code [8482.8](#))

(cf. [3540](#) - Transportation)

4. Staffing

a. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code [8483.4](#), [45330](#), [45344](#), [45344.5](#))

(cf. [4222](#) - Teacher Aides/Paraprofessionals)

b. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in law and Board policy. (Education Code [8483.4](#))

(cf. [1240](#) - Volunteer Assistance)

(cf. [4112.4/4212.4/4312.4](#) - Health Examinations)

(cf. [4112.5/4212.5/4312.5](#) - Criminal Record Check)

c. The student-to-staff ratio shall be no more than 20 to 1. (Education Code [8483.4](#))

5. Hours of Operation

a. A before-school program shall not operate for less than one and one-half hours per regular school day. (Education Code [8483.1](#))

b. An after-school program shall begin immediately upon the conclusion of the regular school day and shall operate a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (Education Code [8483](#))

6. Admissions

a. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity. (Education Code [8482.6](#))

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

b. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:

(1) First priority for enrollment shall be given to students who are identified as homeless youth, as defined by the McKinney-Vento Homeless Assistance Act (42 USC [11434a](#)), at the time they apply for enrollment or at any time during the school year and to students who are identified by the program as being in foster care. (Education Code [8483](#), [8483.1](#))

The district is not required to disenroll a current student in order to secure the enrollment of a student who has priority for enrollment. (Education Code [8483](#), [8483.1](#))

The district shall inform the parent/guardian of a homeless or foster youth of the right of the child to receive priority enrollment and how to request priority enrollment. (Education Code [8483](#))

(cf. [5145.6](#) - Parental Notifications)

(cf. [6173](#) - Education for Homeless Children)

(cf. [6173.1](#) - Education for Foster Youth)

(2) Second priority for enrollment of middle or junior high school students shall be given to students who attend daily. (Education Code [8483](#), [8483.1](#))

(3) Any remaining capacity shall be filled by students selected on a first-come-first-served basis.

(4) A waiting list shall be established to accommodate additional students if space becomes available.

7. Attendance/Early Release

a. Each student admitted into a district program shall be expected to attend the full number of hours that the program is in operation every day that he/she participates.

b. When necessary, a student's parent/guardian may request, in writing, that the Superintendent or designee approve the reasonable late daily arrival of his/her child for the before-school program or the reasonable early daily release of his/her child from the after-school program. The Superintendent or designee shall not approve such a request if the student would be attending less than one-half of the daily program hours.

8. Summer/Intersession/Vacation Programs

a. A before-school program operating during summer, intersession, and/or vacation days shall be offered for a minimum of two hours per day. An after-school program offered during summer, intersession, and/or vacation days may be operated for either three hours or six hours per day in accordance with Education Code [8483.76](#). When both before-school and after-school programs are offered for the same students on such days, they shall be operated for a minimum of four and one-half hours per day. (Education Code [8483](#), [8483.1](#), [8483.2](#), [8483.76](#))

b. A program offered during summer, intersession, and/or vacation periods may open eligibility to every student attending a school in the district, with priority for enrollment given to students enrolled in the school that received the grant. (Education Code [8483.76](#))

c. To address the needs of students and school closures, the program may be conducted at an off-site location or an alternate school site. The program shall notify the California Department of Education (CDE) of the change of location and shall include a plan to provide safe transportation pursuant to Education Code [8484.6](#). (Education Code [8483.76](#))

d. Any program operating for six hours per day shall provide at least one nutritionally adequate free or reduced-price meal to each eligible student during each program day. (Education Code [8483.76](#))

e. For any program operating six hours per day, district procedures pertaining to student attendance and early release as specified in item #7 above shall apply. (Education Code [8483.76](#))

(cf. [6177](#) - Summer Learning Programs)

Reports

The Superintendent or designee shall annually submit to the CDE outcome-based data, including, but not limited to: (Education Code [8427](#), [8482.3](#), [8484](#))

1. For participating students, school day attendance on an annual basis and program attendance on a semi-annual basis
2. Evidence of a program quality improvement process that is data driven and based on CDE program quality standards

(cf. [0500](#) - Accountability)

Regulation SAN GABRIEL UNIFIED SCHOOL DISTRICT
approved: August 8, 2017 San Gabriel, California

BP 6142.7 Instruction

Physical Education And Activity

The Board of Trustees recognizes the positive benefits of physical activity for student health and academic achievement and encourages each student to take advantage of the various opportunities for physical activity offered by the district. The district's physical education and activity programs shall support the district's coordinated student wellness program and encourage students' lifelong fitness.

(cf. [5030](#) - Student Wellness)

(cf. [6142.8](#) - Comprehensive Health Education)

The district's physical education program shall provide a developmentally appropriate sequence of instruction aligned with the state's model content standards and curriculum framework. The Superintendent or designee shall ensure that the district's program provides students with equal opportunities for instruction and participation regardless of gender in accordance with law.

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [6011](#) - Academic Standards)

(cf. [6143](#) - Courses of Study)

The overall course of study for grades 9-12 shall include the effects of physical activity upon dynamic health, the mechanics of body movement, aquatics, gymnastics and tumbling, individual and dual sports, rhythms and dance, team sports, and combatives. (Education Code [33352](#); 5 CCR [10060](#))

The Board shall approve the courses in grades 9-12 for which physical education credit may be granted.

(cf. [6146.1](#) - High School Graduation Requirements)

(cf. [6146.11](#) - Alternative Credits Toward Graduation)

The district's physical education program shall engage students in moderate to vigorous physical activity, as defined in the accompanying administrative regulation, for at least 50 percent of class or session time. The Superintendent or designee shall develop strategies to monitor the amount of moderate to vigorous physical activity that takes place in the physical education instructional program.

Students with disabilities shall be provided instruction in physical education in accordance with their individualized education program or Section 504 accommodation plan.

(cf. [6159](#) - Individualized Education Program)

(cf. [6164.6](#) - Identification and Education Under Section 504)

During air pollution episodes, extreme weather, or other inclement conditions, physical education staff shall make appropriate adjustments to the program or shall seek alternative indoor space to enable students to participate in active physical education.

(cf. [3514](#) - Environmental Safety)

(cf. [5141.7](#) - Sun Safety)

Staffing

Physical education instruction shall be delivered by appropriately credentialed teachers who may be assisted by instructional aides, paraprofessionals, and/or volunteers.

(cf. [1240](#) - Volunteer Assistance)

(cf. [4112.2](#) - Certification)

(cf. [4222](#) - Teacher Aides/Paraprofessionals)

The district shall provide physical education teachers with continuing professional development, including classroom management and instructional strategies designed to keep students engaged and active and to enhance the quality of physical education instruction and assessment.

(cf. [4131](#) - Staff Development)

(cf. [5121](#) - Grades/Evaluation of Student Achievement)

Physical Fitness Testing

The Superintendent or designee shall annually administer the physical fitness test designated by the State Board of Trustees to students in grades 5, 7, and 9. (Education Code [60800](#); 5 CCR [1041](#))

Temporary Exemptions

The Superintendent or designee may grant a temporary exemption from physical education under either of the following conditions: (Education Code [51241](#))

1. The student is ill or injured and a modified program to meet his/her needs cannot be provided.
2. The student is enrolled for one-half time or less.

Two-Year Exemptions

With the student's consent, the Superintendent or designee may exempt a student from physical education courses in grades 11-12 provided that the student has satisfactorily met at least five of the six standards of the state's physical fitness test in grade 9. (Education Code [51241](#))

The Superintendent or designee may administer the physical fitness test to students in grades 10-12 who need to pass the test in order to qualify for an exemption from physical education courses.

Permanent Exemptions

The Superintendent or designee may grant a permanent exemption from physical education to an individual student under any of the following conditions: (Education Code [51241](#))

1. The student is age 16 years or older and has been enrolled in grade 10 for one or more academic years.
2. The student is enrolled as a postgraduate student.
3. The student is enrolled in a juvenile home, ranch, camp, or forestry camp school with scheduled recreation and exercise.

Other Exemptions

The Superintendent or designee may grant an exemption from physical education under the following special circumstances:

1. The student in grades 10-12 attends a regional occupational center or program and attendance in physical education courses results in hardship because of the travel time involved. (Education Code [52316](#))
2. The student is in high school and is engaged in a regular school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours. (Education Code [51242](#))

(cf. [6145.2](#) - Athletic Competition)

Legal Reference:

EDUCATION CODE

[33126](#) School accountability report card
[33350-33354](#) CDE responsibilities re: physical education
[35256](#) School accountability report card
[49066](#) Grades; physical education class
[51210](#) Course of study, grades 1-6
[51220](#) Course of study, grades 7-12
[51222](#) Physical education
[51223](#) Physical education, elementary schools
[51241](#) Temporary, two-year or permanent exemption from physical education
[51242](#) Exemption from physical education for athletic program participants
[52316](#) Excuse from attending physical education classes
[60800](#) Physical performance test

CODE OF REGULATIONS, TITLE 5

[1040-1048](#) Physical performance test
[3051.5](#) Adapted physical education for individuals with exceptional needs
[10060](#) Criteria for high school physical education programs

UNITED STATES CODE, TITLE 29

[794](#) Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

[1751](#) Note Local wellness policy

ATTORNEY GENERAL OPINIONS

53 Ops.Cal.Atty.Gen. 230 (1970)

Management Resources:

CSBA PUBLICATIONS

Active Bodies, Active Minds: Physical Activity and Academic Achievement, Fact Sheet, February 2010

CSBA PUBLICATIONS (continued)

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, rev. February 2010

Maximizing Opportunities for Physical Activity During the School Day, Fact Sheet, November 2009

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School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide for Elementary and Middle/High Schools, 2000

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2008 Physical Activity Guidelines for Americans, October 2008

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Physical Fitness Testing: <http://www.cde.ca.gov/ta/tg/pf>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Educational Data System, California physical fitness: <http://www.eddata.com/projects/current/cpf>

Healthy People 2010: <http://www.healthypeople.gov>

National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>

President's Council on Physical Fitness and Sports: <http://www.fitness.gov>

The California Endowment: <http://www.calendow.org>

U.S. Department of Health and Human Services: <http://www.health.gov>

Policy SAN GABRIEL UNIFIED SCHOOL DISTRICT

adopted: December 14, 2004 San Gabriel, California

revised: April 16, 2013

AR 6142.7 Instruction

Physical Education And Activity

Instruction in physical education shall be provided for a total period of time of not less than 200 minutes each 10 school days for students in grades 1 through 6 and not less than 400 minutes each 10 school days for students in grades 7 through 12. (Education Code [51210](#), [51222](#))

Students in grades 11-12 who have been granted a two-year exemption pursuant to Education Code [51241](#)(b) shall be offered a variety of elective physical education courses of not less than 400 minutes each 10 school days. (Education Code [51222](#))

Students in grades 11-12 who have been granted a two-year or permanent exemption from physical education pursuant to Education Code [51241](#)(b)(1) or (c) shall not be permitted to attend fewer total hours of courses and classes than they would have attended if enrolled in a physical education course. (Education Code [51241](#))

Students in a regional occupational program or center who are exempted from physical education pursuant to Education Code [52316](#) shall have a minimum school day of 180 minutes. (Education Code [52316](#))

(cf. 6178.2 - Regional Occupational Center/Program)

Monitoring Moderate to Vigorous Physical Activity

To monitor whether students are engaged in moderate to vigorous physical activity for at least 50 percent of physical education class or session time, the Superintendent or designee may:

1. Develop methods to estimate the amount of time students spend in moderate to vigorous physical activity or the number of students who are inactive during physical education classes
2. Provide physical education teachers with staff development, self-monitoring tools, stopwatches, and/or heart rate monitors to assist them in planning and assessing the level of activity in their classes

(cf. [4115](#) - Evaluation/Supervision)

Physical Fitness Testing

During the annual assessment window between the months of February through May, students in grades 5, 7, and 9 shall be administered the physical fitness test designated by the State Board of Trustees. (Education Code [60800](#); 5 CCR [1041](#))

(cf. [6162.5](#) - Student Assessment)

The Superintendent or designee may provide a make-up date for students who are unable to take the test based on absence or temporary physical restriction or limitations, such as students recovering from illness or injury. (5 CCR [1043](#))

On or before November 1 of each school year, the Superintendent may designate an employee to serve as the district's physical fitness test coordinator and so notify the test contractor. The test coordinator shall serve as the liaison between the district and California Department of Education for all matters related to the physical fitness test. His/her duties shall be those specified in 5 CCR [1043.4](#), including, but not limited to, overseeing the administration of the test and the collection and return of all test data to the test contractor. (5 CCR [1043.4](#))

Students shall be provided with their individual results after completing the physical performance testing. The test results may be provided in writing or orally as the student completes the testing and shall be included in his/her cumulative record. (Education Code [60800](#); 5 CCR [1043.10](#), [1044](#))

(cf. [5125](#) - Student Records)

The Superintendent or designee shall report the aggregate results of the physical fitness testing in the annual school accountability report card required by Education Code [33126](#) and [35256](#). (Education Code [60800](#))

(cf. [0510](#) - School Accountability Report Card)

Testing Variations

All students may be administered the state's physical fitness test with the following test variations: (5 CCR [1047](#))

1. Extra time within a testing day
2. Test directions that are simplified or clarified

All students may have the following test variations if they are regularly used in the classroom: (5 CCR [1047](#))

1. Audio amplification equipment
2. Separate testing for individual students provided that they are directly supervised by the test examiner
3. Manually Coded English or American Sign Language to present directions for test administration

Students with a physical disability and students who are physically unable to take all of the test shall undergo as much of the test as their physical condition will permit. (Education Code [60800](#); 5 CCR [1047](#))

Students with disabilities may be provided the following accommodations if specified in their individualized education program (IEP) or Section 504 plan: (5 CCR [1047](#))

1. Administration of the test at the most beneficial time of day to the student after consultation with the test contractor
2. Administration of the test by a test examiner to the student at home or in the hospital
3. Any other accommodation specified in the student's IEP or Section 504 plan for the physical fitness test

(cf. [6159](#) - Individualized Education Program)
(cf. [6164.6](#) - Identification and Education Under Section 504)

Identified English learners may be allowed the following additional test variations if regularly used in the classroom: (5 CCR [1048](#))

1. Separate testing with other English learners, provided that they are directly supervised by the test examiner
2. Test directions translated into their primary language, and the opportunity to ask clarifying questions about the test directions in their primary language

Regulation SAN GABRIEL UNIFIED SCHOOL DISTRICT
approved: December 14, 2004 San Gabriel, California
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USDA Non-Discrimination Statement

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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, 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.

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