

Procedure 741-ADF  
Revision  
Effective Date  
1-15-2019



## **SCHOOL WELLNESS**

**Nutrition Services**

**District Operations**

**ST. VRAIN VALLEY SCHOOL DISTRICT**  
**Longmont, CO**

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## **SCHOOL WELLNESS**

### **1. SCOPE**

This document defines procedures that support the goals for school wellness as stated in Board Policy ADF. St. Vrain Valley School District shall promote student wellness in accordance with these procedures.

#### **1.1. APPLICATION**

This procedure is applicable to the District.

The requirements of Board Policy ADF govern. This document also provides processing procedures not specified in Board Policy ADF.

### **2. CONFLICT STATEMENT**

Notify the Director of Nutrition Services of any conflict between the requirements of this procedure and any other applicable policies and procedures. The conflict shall be resolved, with changes as negotiated. If in conflict with Board of Education policies, Board of Education policies shall prevail.

### **3. DOCUMENT CONTROL**

Submit change requests for this procedure to the Director of Nutrition Services who then shall determine the appropriate action. Reference 700-2 Create and Change Standard Operating Procedures (SOPs) for change procedures. The Director of Nutrition Services shall have final approval for revision to this procedure.

#### **3.1. RESPONSIBILITY FOR ENFORCEMENT**

Compliance with the requirements of this procedure is the responsibility of the Director of Nutrition Services, the School Wellness Coordinator and building administrators.

### **4. COMMUNICATION PLAN REQUIREMENTS**

A mandatory communication plan to brief all persons or functions affected by the creation or change of this procedure has been added to the Appendix. This plan includes a list of actions, person responsible, and due dates.

The effective date of this procedure (indicated at the top of the cover page) shall not be before the completion of the communication plan. Approval of the communication plan by the Assistant Superintendent of Operations by initialing the latest revision is required before approval of the procedure.

### **5. REFERENCE DOCUMENTS**

The current issues of the following documents form a part of this procedure to the extent specified herein, and/or are listed here as additional sources of information:

#### **5.1. ST. VRAIN VALLEY SCHOOL DISTRICT Board Policy ADF**

School Wellness

## 6. INTRODUCTION

This procedure is written as a response to each requirement of Board Policy ADF.

## 7. SCHOOL WELLNESS

### 1. The district will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

The entire school environment, not just the classroom, shall be aligned with healthy school goals and tenants of the Whole School, Whole Community, Whole Child Model (WSCC) (Appendix 8.2) to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity, health and well being. Such learning environments will teach students to use appropriate resources and tools to make informed and educated decisions about lifelong healthy eating habits and beneficial physical activity.

Providing a comprehensive learning environment shall be accomplished by:

1. Promoting healthy eating, physical activity, and the school meal programs to students, parents, school staff and the community at school events such as registrations, parent-teacher meetings, open houses, school fundraisers, etc.
2. Implementing district and state content standards for evidence-based health and nutrition education at every grade level (PK-12). Nutrition education will provide knowledge and skills necessary to promote health.
3. Encouraging the use of school gardens as learning environments for education about nutrition, food, agriculture, environment and sustainability.
4. Encouraging food providers and contractors to be sensitive with advertising messages to ensure that food and beverage advertising is consistent with and reinforce the goals of health education and nutrition standards.

### 2. The district will follow Federal and State nutrition standards and encourage healthy foods by:

1. Ensuring compliance with all federal and state nutrition standards for all foods served in schools, as defined by the United States Department of Agriculture ([USDA](#)). The district shall procure local foods, when appropriate, to support farm to school initiatives.
2. Ensuring the district provides a healthy vending program:
  - a. The Nutrition Services program shall set up and operate a vending program that shall provide both healthy snacks and nutritious beverages.
  - b. All snacks sold in the vending machines shall be in compliance with [USDA Smart Snacks](#) federal nutrition standards (Appendix 8.3).
  - c. Snack and Beverage vending will be operated through the districts Nutrition Services department only.
  - d. The beverage vending contract will continue to be enforced as it is written including any addendums.
3. Ensuring nutritional information is accessible on the district website for all foods and beverages sold through school meal programs.

**3. The district will support and promote proper dietary habits contributing to student's health status and academic performance by:**

**1. School meals:**

- a. The district will ensure that no student goes hungry while in school. The district shall encourage students to participate in the school breakfast and school lunch program as available.
  - b. Applications for free/reduced priced meals are sent home to families at the beginning of the school year. The application is also available on the district website.
  - c. The district will take the necessary steps to ensure that students qualifying for free or reduced priced meals are not overtly identified in any way.
  - d. Schools will be responsible for scheduling appropriate meal times, lunch should be scheduled between 10:00 a.m. and 2:00 p.m. only.
  - e. Schools will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
  - f. Schools will provide appropriate supervision in the cafeteria and rules for safe behavior shall be consistently enforced.
  - g. Schools will provide free drinking water in the cafeteria and throughout the day.
  - h. Schools should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
  - i. Schools will be encouraged to schedule lunch to follow recess periods in elementary schools.
  - j. Schools shall provide access to hand washing or hand sanitizing before and/or after they eat meals or snacks.
  - k. Schools should discourage students and staff from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
- l. Schools will not withhold food or beverages (including food served through school meals) as punishment.**

**2. Snacks:**

- a. Snacks served during the school day, in after-school care or enrichment programs, will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.
- b. Schools will assess if and when to offer snacks based on timing of schools meals, children's nutritional needs, children's ages, and other considerations.
- c. All foods sold to students during the school day, and during the extended school day (30 minutes after the end of the last class) are required to be in compliance with USDA Smart Snacks federal nutrition standards.

**3. Rewards:**

- a. Schools shall not use food or beverages, especially those that do not meet nutrition standards, as rewards for academic performance or good behavior.
- b. Schools are encouraged to use extra physical activity such as extra recess, as a reward.

4. Celebrations and Parties:

- a. Schools shall encourage parents and staff to contribute healthful food and beverage items to classroom celebrations to comply with the nutrition standards detailed in this document.
- b. Each party shall include no more than one food beverage that does not meet the nutrition standards detailed in this document.
- c. The district will disseminate a list of healthy party ideas to parents and teachers.

5. Fundraising:

- a. No more than three (3) fundraising activities during the school calendar year (daily bell to bell) should include any food and/or beverage item that does not meet or exceed the USDA Smart Snacks in Schools nutrition standards PK-12.
- b. Any food used in fundraising outside of the school day should comply with the nutrition standards detailed in this document where practical.
- c. Schools shall encourage non-food fundraising such as flowers, gift wrap, sporting events, etc.
- d. The district will encourage the use of physical activity-based fundraisers such as fun runs or walk-a-thons whenever possible.
- e. The district will make available to teachers and parents a list of healthy fundraising ideas.

6. Communication with parents:

- a. The district will support parents' efforts to provide a healthy diet for their children.
- b. School should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards detailed in this document.

7. Nutrition Services staff:

- a. Qualified nutrition professionals will administer the school meal programs.
- b. 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.
- c. Staff development programs should include appropriate certification and/or training for child nutrition directors, school nutrition managers, and cafeteria workers according to their level of responsibility.

**4. The district will provide opportunities for students to engage in physical activity by:**

1. Ensuring schools offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special healthcare needs.
2. Ensuring schools offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools and middle schools as appropriate, will offer interscholastic sports programs.
3. Encouraging daily, age-appropriate physical activity, consistent with state law, for all elementary students, through physical education and recess.
4. Ensuring that students are not withheld from physical education, recess, or other physical activities as a consequence of poor behavior or punishment for any reason.

5. Ensuring students are not required to engage in physical activity as a behavioral consequence.
6. Highly encouraging and supporting classroom teachers to provide students with opportunities for short physical activity breaks between lessons or classes, as appropriate.
7. Community school child care and enrichment programs shall provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.
8. Encouraging all district staff to engage in and promote healthy lifestyles including healthy eating and physical activity through positive role modeling.
9. Working together with local public works, public safety, and/or police departments to make it safer and easier for students to walk and bike to school and offering both pedestrian and bicycle safety education; therefore, supporting active transport for all PK–12 students who live within walkable/bikeable distance to and from school.
10. Communication with parents:
  - a. Schools will support parents' efforts to provide daily physical activity for their children, and will encourage parents to be active role models by participating in physical activity with their students.
  - b. Schools will provide information about physical education and other school- based physical activity and/or wellness opportunities that take place at school.
  - c. Encouraging families to incorporate physical activities into students' lives at home.

**5. The district shall monitor and review this policy:**

1. Each school shall post the district's policies and procedures on their web page.
2. Principals are encouraged to assemble school level wellness teams to work on implementation issues that may be unique to their schools. A representative from each school shall track compliance with this policy within their school. The individual school wellness team will work in conjunction with district wellness and the district-wide School Wellness Advisory Committee on initiatives, implementation and updates to the local wellness policy (LWP).
3. A quantitative assessment of policy implementation shall be conducted annually by each principal using the state level Smart Source Inventory Tool (Appendix 8.4), a school specific survey used to collect implementation status.
4. School Wellness Coordinator shall compile results and prepare a triennial report. The progress report will be posted on the district website to be shared with the school community. The report will be an assessment on how the local wellness policy (LWP) compares to model wellness policies, and progresses made in achieving goals.
5. The local wellness policy (LWP) shall be reviewed every three (3) years by district wellness and revised when appropriate. The wellness school assessment tool WellSAT (Appendix 8.5) will be used to review the LWP based on best practices.

**8. APPENDIX**

**8.1. COMMUNICATION PLAN**

Here is a list of action items, responsible person, and due dates for communicating the creation or revision of this document. All persons and/or functions affected by this document need to be briefed. The effective date of this procedure or procedure revision (shown at the top of the cover page) shall not be before the completion of the communication plan.

- A. Brief school administrators. Assigned to Shelly Allen. Action item due 1-15-2019.
- B. Brief district administrators, administrative assistants, head secretaries by email. Assigned to Ron Noriyuki. Action item due by 01-15-2019



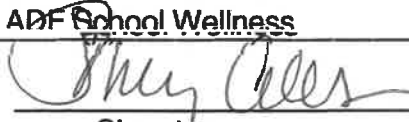


**10. APPROVALS**

Approvers shall be department heads or higher depending on the procedure's application.

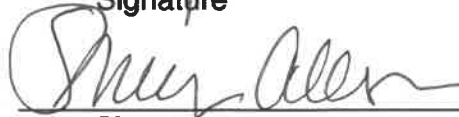
The revision(s) of document 741- ADF School Wellness are approved by:

Shelly Allen, Director Nutrition Services.  
Print Name, Title

  
Signature

12/13/18  
Date

Shelly Allen, Director of Nutrition Services  
Print Name, Title

  
Signature

12/11/18  
Date

