

## **Procedure - Nutrition, Health, and Physical Fitness**

### **A Commitment to Nutrition and Physical Activity**

#### **Advisory Committee**

Skamania School District shall appoint a School Health Advisory Committee to assist in development of the district-wide nutrition and physical fitness wellness and implementation plan. The committee's primary mission shall be to address nutrition and physical activity as well as develop, implement and evaluate guidelines that support a healthy nutrition environment.

#### **Annual Notification**

The district will post the wellness plan and nutrition and physical fitness policy on the school website and provide information that would enable interested households to obtain more details.

#### **Triennial Progress Assessments**

At least once every three years, the District will evaluate its compliance with the wellness policy, and make necessary adjustments to ensure compliance. The superintendent is responsible for ensuring compliance of the school with the policy.

#### **Updates to the Policy**

The district will update or modify the wellness policy as priorities change and new federal or state guidelines or standards are issued.

#### **Community Involvement, Outreach and Communications**

The District will share information about the nutritional content of meals with parents and students, as requested.

#### **Recordkeeping**

The District will maintain and make available for public inspection records documenting compliance with the wellness policy.

#### **Nutrition and Food Services Program** **Meal Applications and Eligibility for School Meals**

As a sponsor of the National School Lunch Program and School Breakfast Program, the district will provide free and reduced-price breakfasts and lunches to students who qualify in accordance with the programs. The district will distribute the Letter to Households and Free and Reduced-Price Meal Applications to all households at the beginning of each school year. The district will protect the identity of students eligible for free and reduced-price meals in accordance with USDA guidelines for confidentiality and disclosure of student eligibility for such meals.

#### **Menu Planning**

The district will follow the USDA nutritional standards for the National School Lunch Program, School Breakfast

Program, and Smart Snacks in School standards for all food and beverages sold to students on school campus during the school day.

### **Meal Times**

The district will set meal times to allow breakfast to be served as close to the start of the school day as possible and lunch to be served between 10:00 am and 2:00 pm. The length of the meal period will allow enough time for students to be served and eat a complete meal as well as take care of personal hygiene needs.

### **Food Safety Plan**

Because of the potential liability of the District, the food services program shall not accept donations of food other than as provided in this policy without board approval. Should the board approve a food donation, the superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school lunch menu.

### **Meal Pricing**

The Board of Directors shall determine paid meal prices annually for the National School Lunch Program and follow Paid Lunch Equity regulations. The Board of Directors may establish a program whereby school meals may be provided to anyone other than students of the district at the greatest price charged any student plus an amount representing the portion of the lunch cost paid for from local, state, and federal assistance (cash and food).

### **USDA Foods**

The district will use USDA Foods made available under the Federal Food Distribution Program for school meal programs.

### **Non-Profit School Food Service Account**

The district will maintain a non-profit school food service account. All revenues shall be used solely for the school meal programs and to improve the quality of the food service program for the students being served. Food sold a la carte and food sold to other school entities will be priced to recover, at a minimum, food costs.

### **Meal Charge Policy**

In order to allow students to receive nutritious meals, prevent over-identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program, the district shall establish a written meal charge process for students eligible for reduced price meals and students that are not eligible for meals. The meal charge policy shall be communicated to households each year so that school district employees, families and students have a shared understanding of expectations regarding meal charges.

### **Unpaid Meal Charges**

The district's Meal Charge Policy will also address unpaid meal charges. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received. The District may provide alternate meals meeting federal and state requirements to students who have charged the maximum amount allowed to their student account and cannot pay out of pocket for a meal.

The district will make reasonable, discrete efforts to notify families when meal account balances are low through use of the automated calling system. Families will be notified of an outstanding negative balance once the negative balance reaches \$10.00.

Negative balances not paid prior to the end of the school year will be considered delinquent debt and will be turned over to the superintendent or designee for collection. The District will make reasonable, discrete efforts to collect delinquent (overdue) unpaid meal charges, which is an allowable use of National School Food Service Account (NSFSA) funds, and will coordinate communications with families to resolve the charges. Options may include collection agencies, small claims court or any other collection method permitted by law and consistent with the Fair Debt Collection Practices Act.

District employees may use a charge account for meals, but may charge no more than \$10.00 to their account. When an account reaches this limit, the employee will not be allowed to charge additional meals or a la carte items

until the negative account balance is paid.

### **Children with Special Dietary Needs**

The district will establish procedures to accommodate children with special dietary needs when a diet prescription form is signed by a licensed medical authority. The District food service department will work with the school's 504 Coordinator to accommodate student special dietary needs.

### **Civil Rights**

The district will follow USDA Food and Nutrition Civil Rights and nondiscrimination policies.

### **Procurement**

The district will follow all state and federal guidelines when procuring food for the Federal School Meal Programs and as part of district procurement procedures. Food specifications shall be written in a manner to procure food products that meet the nutritional standards.

### **Smart Snacks Standards in School**

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

### **Best Practices for Meal Service**

The Superintendent will make reasonable efforts to ensure:

- Student participation in the breakfast and lunch programs is encouraged;
- Any student may eat in the school cafeteria or other designated place;
- Schools provide varied and nutritious food choices consistent with the applicable school meal program guidelines;
- Seating for meals is uncrowded and occurs in a pleasant and safe environment;
- Supervision during mealtime is appropriate and rules for mealtime behavior are consistently enforced;
- Bus schedules allow students to arrive in time for participation in the School Breakfast Program.

On testing days the district may provide free, nutritious meals to all students, including those who do not qualify for free or reduced priced federal school meal benefits. However, the district is responsible for the cost of providing meals to students who are ineligible for free and reduced priced meals.

### **Water**

To promote hydration, free, safe, and unflavored drinking water will be available to all students throughout the school day. The District will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring with them and carry throughout the day approved water bottles (filled only with water).

### **Fundraising**

Foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards may be sold through fundraisers on the school campus during the school day.

### **Nutrition Promotion**

The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs.

## **Staff Qualifications and Professional Development**

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA's Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

## **Family and Community Involvement**

In order to promote family and community involvement in supporting and reinforcing nutrition education in schools, nutrition education materials and breakfast and lunch menus shall be made available to parents. In addition,

- Parents are encouraged to promote their child's participation in the school meals program. If their children do not participate in the school meals program, parents should provide their children with healthy snacks/meals;
- Nutrition education curriculum may include homework that students can do with their families (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.);
- School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition, as appropriate.

## **Nutrition Education**

The district's K-8 nutrition education curriculum will align with the Washington State Health and Physical Education K-8 Learning Standards and will be designed to provide students with the knowledge and skills necessary to promote healthy behavior.

## **Health and Physical Education**

The superintendent will adopt and implement a comprehensive physical education curriculum aligned with the Washington State Health and Physical Education K-8 Learning Standards. The district will provide students with physical education, using an age-appropriate, sequential physical education curriculum. The physical education program will promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits.

## **Professional Learning**

The district will, subject to available resources, offer ongoing in-service and professional learning opportunities for staff in the area of health education, physical education and physical activity. Professional learning will help district staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

## **Physical Activity in Schools**

In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. The district will provide daily recess period(s) for elementary school students, featuring time for unstructured, supervised active play. The district is encouraged to provide adequate co-curricular physical activity programs and to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours.

## **Quality Physical Education**

Schools will implement a physical education program which includes instruction and practice in a variety of motor skills and movement patterns; knowledge of concepts, principles, strategies and tactics related to movement and performance; knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness; responsible personal and social behavior that respects self and others; and values physical activity for health, enjoyment, challenge, self-expression, and social interaction.

## **Physical Activity during the School Day**

The district recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Teachers are encouraged to incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

### **Recess**

The school will offer physically active daily recess opportunities that align with state and national recess recommendations and maintain safe and age-appropriate equipment to use during recess. Recess monitors or teachers will encourage students to be active. Recess will complement, not substitute for, physical education class.

If recess is offered before lunch, schools will have appropriate hand-washing facilities near the cafeteria to ensure proper hygiene prior to eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/time frame before students enter the cafeteria.

### **Family and Community Engagement**

The district will offer opportunities to promote family and community involvement in supporting and reinforcing physical education and physical activity in the schools. Schools should ensure:

- Physical education activity ideas may be sent home with students;
- Families are invited to attend and participate in extra-curricular activities.

### **Staff Wellness and Health Promotion**

The district will offer, subject to available resources, opportunities that focus on staff wellness issues, and/or identify and disseminate wellness resources in coordination with human resources staff.

### **School District Facilities**

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

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