

“WELLNESS POLICY FOR JEFFERSON COUNTY SCHOOLS”

Submitted with revisions 1/13/2017

The policy for Jefferson County Schools will include all areas in accordance with state and federal guidelines.

The Jefferson County School System is committed to promoting school environments that promote and protect children’s health, wellbeing, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the school district to engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

All students in grades K-12 should, to the extent possible, have opportunities, support, and encouragement to be physically active regularly before, during, and after school.

Additionally, qualified child nutrition professionals should provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will acknowledge whenever possible the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

Jefferson County Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education and school meal programs to include whenever possible related community events and services.

I. Nutrition education, physical activity and other school-based activities to promote student wellness.

A. School meals and food sold during the school day

1. The school district recognizes that children need access to healthy foods in order to grow, learn, and thrive. Good health fosters student attendance and promotes quality education; therefore, it is the policy of the school board to encourage and promote opportunities to procure local/regional fresh fruits and vegetables in accordance with the geographic preference rule.
2. To the extent possible, the Jefferson County school district will take advantage of farm-to-school programs, cafeteria trainings, and resources that can help increase student consumption of healthier items including but not limited to:
 - a. whole grains
 - b. fresh fruits,
 - c. fresh vegetables, and
 - d. low fat milk.
3. Menus at lunch and breakfast will offer adequate nutrients appropriate for school age children.
 - a. Menus will be planned in accordance to USDA guidelines and minimum/maximum calorie ranges will be divided based on the following age groups: K-8 and 9-12.
 - b. The School Food Authority (SFA) will offer a fresh fruit and/or vegetables a minimum of 3 days a week. (fried products are not included in this number)
 - c. The SFA will encourage and market healthy foods offered during school meals.
 - d. The SFA will choose healthier cooking methods in menu preparation.
4. Vending Machines available to students during the school day will meet the criteria for snacks as required by Alabama State Department of Education Nutrition Policies and USDA Smart Snacks Standards.
5. Any food and beverages sold and served in Jefferson County Schools during school hours will comply with nutritional recommendations of the U.S. Dietary Guidelines for Americans and the Alabama State Department of Education Nutrition Policies.
6. All schools in the Jefferson County System will be encouraged to participate in available federal school meal programs (National School Breakfast, National School Lunch Program and where applicable After School Snack Programs, At Risk Meals, and Summer Feeding Programs).

7. Menus will be available to students, teachers, administrators, parents and the community.
 - a. Menus will be available and posted on our child nutrition website.
 - b. The child nutrition website will provide a link for students, parents, teachers and administrators to obtain information promoting wellness by providing nutritional information and current local school menus.
 - c. Printable copies of the menus will be available to all schools to reprint and/or post for students, teachers, and parents to review.

8. Monitoring tools for school meals and any foods sold during the school day.
 - a. A Child Nutrition Supervisor or designee will monitor and update the Child Nutrition Website as nutritional information, menus, and contact information may change periodically.
 - b. E-mail from the website will be sent directly to a member of the Child Nutrition department and response provided within 7 days.
 - c. Menus will be monitored for compliance via observation from the Child Nutrition supervisory staff during on-site school visits.
 - d. Principals will observe that menus are available to students, teachers, and parents.
 - e. Area specialist will observe during on-site visits and document at least twice a year that menus and food items sold during the school day meet Federal and State standards.
 - f. Child Nutrition Supervisors will observe and document at least once a year during an on-site visit that menus and food items sold during the school day meet Federal and State standards.
 - g. Principals will monitor local school activity by signing CNP supervisory reports during site visits and reports will be maintained at the central office building in CNP.

B. Nutrition education & promotion

1. As part of the school district's responsibility to operate a Child Nutrition Program (CNP), we will provide continuing professional development for all nutrition professionals in schools. Staff development programs shall include appropriate certification and/or training programs, which cover a variety of nutrition education topics, for child nutrition supervisors, managers, and workers, according to their levels of responsibility. For example, some sessions may cover fat and sodium reduction strategies for food preparation; other sessions may cover food safety techniques. Additional staff development requirements are incorporated as required by the Alabama State Department of Education & USDA Professional Development Standards.

2. The school cafeteria and classrooms will be a learning laboratory, where children are offered and able to practice in the selection of healthy food options and school-based marketing will be consistent with nutrition education and health promotion. Therefore, school-based marketing of foods and beverages that have low-nutritional value shall be minimized. Marketing and promoting healthy foods including fruits, vegetables, whole grains, and low-fat dairy products shall be encouraged.
3. Nutrition education will be incorporated into the classroom.
 - a. At least three lessons (one lesson/ per nine week grading cycle) of planned nutrition & health education (this most likely will be provided in health class, but is not limited to health classes only).
 - b. This will be offered to all students in 1st-6th grades in all Jefferson County Schools.
4. Nutrition education material will be provided and available on the Child Nutrition website to parents, students, teachers and other people in the community.
 - a. Menus and nutritional information will be posted on the Jefcoed website.
 - b. Nutrition information and other web links/resources will be available on the Jefcoed website.
5. School based activities to promote wellness (good eating habits and physical activity)
 - a. Foods offered in the lunchroom will be in compliance with USDA and state guidelines and will encourage a balanced diet.
 - b. CNP promotional activities will encourage healthy eating and/or promote physical activity
 - c. Activities during school hours will promote the importance of healthy lifestyle habits (ie. Healthy eating, physical activity, abstaining from drugs, adequate rest, not smoking, good hygiene, etc.).
6. Monitoring tools for nutrition education and promotion
 - a. Nutrition education and other school based activities will be monitored at each school by the principal and wellness coordinator or designee.
 - b. CNP Area Specialist will observe during on-site visits and document at least twice a year compliance with menus and promotional activities.
 - b. Physical Education Specialist will observe during site visit for promotional activities promoting fitness and good health a minimum of one time a year.
 - c. Searches for nutrition information provided on Child Nutrition website can be obtained by the number of hits the website receives during a school year.
 - d. A Child Nutrition Central Office staff member or designee will monitor and update the Child Nutrition website a minimum of two times during a school year.
 - g. Information/materials provided regarding nutrition/wellness from CNP will be kept in departmental files at the central office building in the CNP department.

- h. Health education/promotion in the classroom will be monitored by the principal and/or local school designee responsible for reviewing local school lesson plans.
- i. Documentation of staff development training for CNP employees will be maintained in the professional development file in the CNP office at the central office building

C. Physical Activity Opportunities

1. All students in Jefferson County Schools in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
 - a. Only State-certified physical education instructors will teach physical education classes.
 - b. Grades K-8 will have opportunities and be encouraged to be active during physical education classes for at least 30 minutes daily.
2. Monitoring tool for physical activity opportunities
 - a. Hiring of State-certified physical education instructors will be monitored by hiring standards specifically for physical/health educators for Jefferson County Schools.
 - b. The amount of time spent being physically active during physical education will be monitored by the principal approving the teacher's master schedule.
 - c. Grades 9-12 will have opportunities to participate in elective physical education courses and health enhancing activities in addition to the (1) required L.I.F.E. physical education courses.

D. Other School Based Activities Promoting Wellness

1. A minimum of once a year the school district's elementary physical education teachers with the support of the schools, will be encouraged to provide information to the students/parents to encourage the students to become involved in outside fitness activities.

Examples: jump rope for heart, live it, local walk-a-thon, local fun run, etc.
2. All schools with grades (K-12) will add wellness concepts as a platform for a new committee (if desired by local school) or add this focus for the group to an already existing school committee and/or group organization involving student representatives.
 - a. The organization will promote WISE (wellness in schools everyday) or choose another name or acronym for their group.
 - b. The organization will facilitate information exchange through a couple of channels.
 1. Providing feedback regarding wellness from students to wellness coordinator.
 2. Help disseminate information from the wellness coordinator to the student population.

3. Individual schools' will appoint a wellness coordinator to implement and oversee the wellness policy.
4. After-school programs
 - a. At least 30 to 60 minutes of physical activity during after-school hours shall be provided and can be broken up into multiple activity periods. Sports, exercise, and other recreational activities will be offered.
 - b. After-school snacks will be encouraged to include two of the following four components:
 1. Milk (dairy)- 1 cup or 8 ounces
 2. Fruits and vegetables (including 100% juice) $\frac{3}{4}$ cup
 3. Grains 1 serving
 4. Protein 1 serving
 - c. Screen time shall be limited to a maximum of 60 minutes per after-school session and should be academically oriented.
5. The school district recognizes that walking, bicycling, and other forms of physical activity before school promotes overall student wellness by providing the opportunity for social interaction and exercise. Physical activity is necessary in building lifelong healthy habits for children and helps develop an environment that promotes improved academic performance.
 - a. To the extent possible, the school district will encourage and promote community-based safe routes to school programs or other school sponsored physical activity opportunities before school.
 - b. Schools are encouraged to identify safe and active walking/bicycling routes, contingent upon school location and traffic conditions, in an effort to promote these methods for children to travel to and from school.
6. Monitoring tools for other school based activities promoting wellness
 - a. Documentation of participation of wellness clubs/organization and any outside fitness activities will be kept on file at local school
 - b. Assessment of wellness group goals will be accomplished through one of the following:
 1. Athletic Specialist will observe during school site visits
 2. Principal Inquiry
 3. Student Self Assessment
 4. Wellness Coordinator
 - c. Health Department Reviews for after school programs completed annually for menu/sanitation compliance. This review is kept on file with coordinator or designee.
 - d. Onsite observations will be made for the after-school program by Community Education (CE) staff or CE designees, to ensure that physical activity and good nutrition is encouraged as well as minimal screen time.

II. Nutrition guidelines for all foods available on each school campus during the school day will promote student health and aim to reduce childhood obesity

1. School menus (breakfast and lunch) will comply with USDA guidelines

Menus will offer:

- a. Low-fat choices of milk on a daily basis (only skim & 1% milk to be offered at breakfast and at lunch)
 - b. Fresh fruits or vegetables will be offered several times a week (minimum of 3 times a week)
 - c. Whole grains will be offered every day of the week
 - d. Limit the amount of sugary desserts offered on a weekly basis (limit no more than 3 times a week)
2. Competitive foods will not be sold on school campus via organizations, school stores, or any type of vending 45 minutes before meal service begins or until 45 minutes has passed after the last student has been served at the local school campus. This includes breakfast and lunch meal service times. Any food that is sold during the appropriate time frame, at the local school must comply with the guidelines as set forth by the Alabama State Department of Education for a la carte sales for all school campuses.
- a. Vending machines available to students will meet the guidelines as set forth by Alabama State Department of Education on all school campuses
 - b. A la carte sales within CNP served during meal service times will meet the guidelines as set by the Alabama State Department of Education and USDA on all school campuses.
 - c. Sold does specify that no money is to be exchanged or food consumed, except during the time frame as specified (45 minutes before a meal service or 45 minutes after a meal service is complete).
3. The sale of food items that are not governed by the nutritional standards set forth by the Alabama State Department of Education and local wellness policy.
- a. A sale that takes place off and away from school premises.
 - b. A sale that takes place on school premises at least on-half hour after the end of the school day.
 - c. A sale that occurs during a school sponsored student activity after the end of the school day.
4. The principal or designee at each local school shall provide a Fundraiser Exemption Form to the COB CNP Department two times during the school year. All fundraisers that are completed during the school day that involve the sales of food or beverages should be listed on the required Fundraiser Exemption Form.

5. The local school board or superintendent reserves the right to require sales to cease and if applicable remove all vending machines from a school as well as transfer any funds/revenue collected to the Child Nutrition Program (CNP). In the event of non-compliance during a State Department of Education Coordinated Review the local school will be responsible for monetary findings and written below and possible loss of vending machines. Sequential violations are based on the entire school district and do not have to occur at the same school.

- a. First Violation- Written Warning
- b. Second Violation- A minimum of \$500.00 fine or the disallowance of all school meals for the day at the offending school with school paying CNP for the value of the meals.
- c. Third Violation-A minimum of \$5,000.00 fine or the disallowance of all school meals for the month at the offending school with school paying CNP for the value of the meals.
- d. Fourth Violation- A minimum of \$50,000.00 fine or the disallowance of all school meals for the year at the offending school with school paying CNP for the value of the meals.
- e. Fifth Violation-The total disallowance of all the meals at all schools in the school district for the entire year with the General Fund paying CNP for the value of the meals.

6. Monitoring tools for foods available during the school day:

- a. Competitive food sales will be monitored by principals and local wellness coordinator.
- b. Foods offered during the school day will be monitored by the local school principal.
- b. CNP Area specialist will observe during on-site visits and document at least twice a year in CNP reports to be obtained in CNP at the central office building.
- c. CNP Supervisors will observe and document at least once a year during an on-site visit and reports in violation are subject to being forwarded to Superintendent for review.
- d. Principals will monitor local school activity by signing CNP supervisory reports during site visits and reports will be maintained at the central office building in CNP.

III. Reimbursable school meals shall not be less restrictive than regulations or any guidelines issued by USDA

1. School menus (breakfast and lunch) will comply with USDA guidelines and will be written by a Child Nutrition Director or designee that has a full understanding of USDA/state guidelines and regulations.
2. Monitoring tools for reimbursable school meal regulations
 - a. Area specialist will observe during on-site visits and document a minimum of twice a year
 - b. Child Nutrition Supervisors will observe and document a minimum of once a year during an on-site visit
 - c. Menus will be reviewed and approved by the Child Nutrition Director or designee annually.

IV. Plan for measuring implementation of the Jefferson County School System wellness policy, including designation of 1 or more persons within the local educational agency or at each local school, as appropriate, charged with operational responsibility for ensuring that the school meets recommendations/regulations of the wellness policy

Designee(s)

1. Child Nutrition in conjunction with Athletics Department or designee will coordinate updates/meetings for Wellness Policy
2. JEFSCOED Wellness Committee will be the primary committee to oversee writing and revising policy on an annual basis
3. Principals – oversee wellness policy within their own school
4. JEFSCOED Wellness Committee will update Superintendent on the wellness policy upon request by the Superintendent.
5. Monitoring tools for measuring implementation of the local wellness policy
 - a. Child Nutrition or designee will provide written documentation regarding the implementation and monitoring of the wellness policy to be filed in CNP-COB Department.
 - b. Reports from area specialists from all the schools will be reviewed by Child Nutrition Director or designee for compliance with the wellness policy
 - c. The Wellness Policy will be reviewed at least annually to be updated for any needed revisions or changes to be implemented for the following school year.

V. Involve parents, students, and representatives of the school food authority, the school board, school administrators, and the public in the development of Jefferson County's school wellness policy

1. Parents, students, child nutrition, school board administrators, and the public will be involved in the development and approval of the policy
 - a. All of the aforementioned groups will be involved in development and implementation of the wellness policy
2. Parents, students, child nutrition, school board administrators, and the public will be able to provide feedback.
 - a. The public can communicate by contacting Child Nutrition and/or talking with their local school principal. (Contact information for Child Nutrition will be provided on the Child Nutrition Website.)
 - b. The public can also communicate to the local schools regarding the wellness policy by speaking with the principal or wellness coordinator.
3. Monitoring tools for involving students, parents, and community in the development of the Jefferson County wellness policy
 - a. Feedback regarding wellness from others communicated through the Child Nutrition Website will be maintained in CNP-COB.
 - b. Documentation provided from sign-in sheets from Wellness meetings at Central Office and Local Schools.