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<b>Type:</b>	Administrative Procedure
<b>Descriptor Code:</b>	ADF-AP(1)
<b>Title:</b>	<b>DISTRICT WELLNESS PROGRAM</b>
<b>Status:</b>	ADOPTED

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The primary goals of the Jefferson City School District's wellness program are to promote student health, reduce student overweight/obesity, facilitate student achievement. The following procedures will guide the implementation of the district wellness program.

#### **Nutrition Guidelines**

All foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the nutrition standards established. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines (which encompasses fundraising groups), school stores and through district-sponsored fundraisers, unless an exemption applies. For the purposes of this procedure, the school day is the after the official school day.

#### **Fundraising Exemption to Nutrition Guidelines**

Unless otherwise prohibited by Board policies or limitations on marketing, the following are exemptions to the rule requiring that foods sold as fundraisers

1. Foods sold at JCPS sporting events (concessions) must meet the following requirements:

#### **Section 1: Healthy Concessions Guidelines**

1. Beverages, snacks and other food products that meet the nutritional guidelines listed below shall be sold at a price equivalent to or below the guidelines.
2. At least one fresh fruit or vegetable must be offered.
3. Beverages shall contain no more than 20 ounces.
4. No energy drinks shall be offered.

#### **Section 2: Concession Stand Nutritional Guidelines**

At least 50 percent of the products offered shall meet the following nutritional standards:

#### **Foods**

1. Snacks shall contain more than 250 calories per item (excluding nuts and seeds without added fat or sweeteners).
2. No more than 50 percent of calories from total fat per serving (excluding nuts, seeds and nut butters without added fat or sweeteners), and 0 grams of trans fat.
3. No more than 50 percent of calories from sugar per serving, except for fruit without added sweeteners. No more than 30 grams of sugar per serving.
4. No more than 250 mg sodium per serving for snacks. No more than 800 mg sodium per serving for entrees.

#### **Drinks**

1. Water shall be unflavored, non-carbonated and have no additives.

2. Fruit and vegetable juices shall be 100 percent with no added sweeteners and contain less than 230 mg sodium per serving.

3. Electrolyte replacement drinks shall contain less than 42 grams of sweetener per 20-ounce serving.

2. Distribution of order forms for and delivery of foods that do not meet USDA standards and are not intended for consumption at school are permitted to comply with district policies and procedures.

3. Each school building within the district may hold up to five one-day fundraisers per school year on district property during the school day that comply with district standards.

#### **Water and Milk**

Students will have access to free drinking water during mealtimes in the places where meals are served. Lunches served by the district will include a variety of beverages that comply with the Dietary Guidelines for Americans. Food and fluid milk substitutions will be provided to students in accordance with law and Board policy.

#### **Nutrition Education**

The district's nutrition education goal is to integrate sequential nutrition education with the comprehensive health education program and, to the extent possible, to provide students with the necessary knowledge and skills to make healthy nutrition decisions. In order to achieve the nutrition education goal, the district will:

1. Provide students at all grade levels with adequate nutritional knowledge including, but not limited to:

- ▶ The benefits of healthy eating.
- ▶ Essential nutrients.
- ▶ Nutritional deficiencies.
- ▶ Principles of healthy weight management.
- ▶ The use and misuse of dietary supplements.
- ▶ Safe food preparation, handling and storage.

2. Provide students with nutrition-related skills that minimally include the ability to:

- ▶ Plan healthy meals.
- ▶ Understand and use food labels.
- ▶ Apply the principles of the USDA's Dietary Guidelines for Americans and MyPlate.
- ▶ Critically evaluate nutrition information, misinformation and commercial food advertising.
- ▶ Assess personal eating habits, nutrition goal-setting and achievement.

3. Provide instructional activities that stress the appealing aspects of healthy eating and are hands-on, behavior based, culturally relevant, developmentally appropriate and fun. Activities include, but are not limited to: food preparation, contests, promotions, taste testings, farm visits and school gardens.

4. Encourage district staff to cooperate with local agencies and community groups to provide students with opportunities for volunteer work related to nutrition and health during after-school programs.

5. Ensure that school counselors and school health services staff consistently promote healthy eating to students and staff, are able to recognize common nutrition-related health problems and, when appropriate, provide information about these conditions, including available treatment options.

6. Coordinate the food service program with nutrition instruction. Food service staff should also work closely with those responsible for other component programs to ensure consistency in goals.

#### **Nutrition Promotion**

The district will promote the importance of good nutrition in its schools and in the community through various activities, which may include the following:

1. Offering healthy eating seminars for parents/guardians.

2. Providing nutrition information to parents/guardians via newsletters, handouts, presentations or other appropriate means.
3. Posting nutrition tips on district websites.
4. Providing opportunities for parents/guardians to share their healthy food practices with others in the school community.
5. Disseminating information about community programs that offer nutrition assistance to families.
6. Posting links to research and articles explaining the connections between good nutrition and academic performance.

If practical, the district will provide information in a language understandable to the parents/guardians.

### Physical Activity

*Moderate Physical Activity* – Low-impact to medium-impact physical exertion designed to increase an individual's heart rate to rise to at least 75 percent of maximum heart rate. Moderate physical activity includes, but are not limited to, running, calisthenics or aerobic exercise. Time spent in recess and physical education counts as moderate physical activity.

*Recess* – A structured play environment outside of regular classroom instructional activities that allows students to engage in safe and active free play.

The district's physical activity goal is to assist students in learning to value and enjoy physical activity as an ongoing part of a healthy lifestyle by ensuring knowledge and skills necessary to perform a variety of physical activities, maintain physical fitness and regularly participate in physical activity. In order to

1. Develop a sequential program of appropriate physical education for every student. The elementary program will provide for:
  - ▶ A minimum of one recess period of 20 minutes per day. Recess may be incorporated into the lunch period, but will be scheduled before lunch.
  - ▶ An average of 150 minutes of moderate physical activity each five-day school week or an average of 30 minutes per school day. The physical education under the supervision of a certified physical education instructor.

The middle school program will provide for 3,000 minutes of physical education per year.

The high school program will provide for at least one unit of physical education prior to graduation.

All activity will:

- ▶ Emphasize knowledge and skills for a lifetime of regular physical activity.
  - ▶ Meet the needs of all students, especially those who are not athletically gifted or who have special needs.
  - ▶ Provide a variety of activity choices, feature cooperative as well as competitive activities, and account for gender and cultural differences in activity.
  - ▶ Prohibit exemptions from physical education courses on the basis of participation in an athletic team, community recreation program, or other organized activity.
  - ▶ Be closely coordinated with the other components of the overall school health program.
2. Provide opportunities and encouragement for students to voluntarily participate in before- and after-school physical activity programs such as Intra-School Sports.
  3. Strive to provide joint school and community recreational activities by:
    - ▶ Negotiating mutually acceptable, fiscally responsible arrangements with community agencies and organizations to keep district-owned facilities open for members during non-school hours and vacations.
    - ▶ Working together with local public works, public safety, police departments and/or other appropriate state and federal authorities in effort to encourage bike to school.

4. Discourage the use of physical activity as a form of discipline or punishment and ensure that physical education and recess will not be withheld as a
5. Discourage periods of inactivity that exceed two or more hours. When activities such as mandatory schoolwide testing make it necessary for students should give students periodic breaks during which they are encouraged to stand and be moderately active.
6. Provide and encourage—verbally and through the provision of space, equipment and activities—daily periods of moderate to vigorous physical activity and enrichment programs sponsored by the district.
7. Provide opportunities and encouragement for staff to be physically active.

#### **Other School-Based Activities**

The district's goal for other school-based activities is to ensure an integrated whole-school approach to the district's wellness program. The district will achieve

#### **Community Involvement**

The wellness program shall make effective use of district and community resources and equitably serve the needs and interests of all students and staff, to norms, physical and cognitive abilities and fitness level.

#### **Family Involvement**

The district will strive to engage families as partners in their children's education by supporting parental efforts to motivate and help their children with disease and avoiding health-related risk behaviors. Strategies the district may implement to achieve family involvement may include, but are not limited to

1. Encouraging parents/guardians to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the district's
2. Supporting efforts of parents/guardians to provide their children with opportunities to be physically active outside of school.
3. Providing information about physical education and other school-based physical activity opportunities available to students before, during and after  
If practical, the district will provide information in a language understandable to parents/guardians.

#### **Marketing and Advertising**

Marketing in district facilities will be consistent with the goals of the district's wellness program and comply with Board policy. The district will strive to regarding the quality of district foods.

Tobacco advertising is not permitted on district property, at district-sponsored events or in district-sponsored publications. Food and beverage marketing that meet the nutrition standards adopted by the Board. Other examples of marketing and advertising the district will scrutinize include, but are not limited to choices, audiovisual programming, educational incentive programs, scoreboards, book covers and vending machine displays.

#### **Mealtimes**

Students are not permitted to leave school campus during the school day to purchase food or beverages. Mealtimes will comply with the following guideline

1. Mealtimes will provide students with at least ten minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
2. Activities such as tutoring or meetings will not be held during mealtimes unless students may eat during such activities.
3. Free drinking water will be available to students during meals in the meal service area.
4. Students will have access to hand-washing facilities before they eat meals or snacks.
5. The cafeteria will be clean, orderly and inviting.
6. Adequate seating and supervision will be provided during mealtimes.

#### **Staff Development and Training**

Appropriate staff will be provided with ongoing training and professional development related to all areas of student wellness. Staff responsible for nutrition participate in professional development activities to effectively deliver the nutrition education program as planned. Staff responsible for implementing the and regularly participate in area-specific professional development activities.

Qualified nutrition professionals will administer the district meal programs and will receive ongoing, area-specific professional development. The district will district nutrition professionals. Staff development programs will include appropriate certification and/or training programs for child nutrition director according to their levels of responsibility.

#### **Staff Wellness**

The Jefferson City School District highly values the health and well-being of every staff member and will plan and implement activities and policies that s lifestyle.

**Tobacco**

Tobacco use prevention education will focus on all grades with particular emphasis on middle school and reinforcement in all later grades. Instructions appropriate. Tobacco use prevention education programs will be implemented in accordance with Board policy, relevant administrative procedures and law.

**Oversight and Evaluation**

The wellness program coordinator is responsible for monitoring implementation of the district wellness program by:

1. Assuming responsibility for the assessment of existing policies and procedures.
2. Prioritizing wellness goals and writing work plans for each goal.
3. Measuring implementation of the district wellness policy and procedure.
4. Ensuring that the district meets the goals of the wellness policy and procedure.
5. Reporting to the Board on compliance and progress.

**Monitoring**

The food service director/authorized representative will monitor compliance with the district's nutrition guidelines and will report on this matter to the welln

The program coordinator will develop a periodic report based on input from schools within the district regarding districtwide compliance with the district's will include a baseline of assessed indicators, impact of policy and procedure changes on those indicators, a report of progress, the extent to which each school and this procedure, steps for moving to the next priority, work plans for the next year, and recommended policy revisions. The report will be provided public on the district's website or by other appropriate means.

**Compliance Indicators**

During initial development of the district's wellness-related policies and procedures, each school in the district will conduct a baseline assessment of the school and practices. The wellness committee will compile these results. In addition to the baseline information provided from each school, the committee will measure the impact of the district wellness program:

1. Physical fitness reports.
2. Fruit and vegetable intake of students and staff.
3. Number of discipline problems.
4. Achievement levels of students.
5. Student absenteeism.
6. Number of staff who participated in training and development related to student wellness.

**Policy Review**

The wellness program coordinator will provide policy revision recommendations to the Board as part of the periodic report. The recommendations will be comparison of the district's policy to model policies provided, recommended or referenced by the USDA. The Board will revise the wellness policy as it revised accordingly.

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In the event of a discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

**Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.**

**Jefferson City**

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