

SUBJECT: DISTRICT WELLNESS POLICY

The Port Byron Central School District is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by fostering healthy eating and physical activity.

The District has established a Wellness Council to develop the District's proposed local wellness policy, making such policy recommendations for review and adoption by the Board of Education. The District's Wellness Council includes, but is not limited to, representatives from each of the following groups:

- a) Parents;
- b) Students;
- c) Physical Education Teachers;
- d) School Health Professionals;
- e) The District's food service program;
- f) The School Board;
- g) School administrators; and
- h) Members of the public.

The District Wellness Council will assess current activities, programs and policies available in the District; identify specific areas of need within the District; develop the policy; and provide mechanisms for implementation, evaluation, revision and updating of the policy. The Wellness Council is established to represent the local community's perspective in developing the wellness policy for the District.

In accordance with this policy, the District will ensure school and community awareness of the wellness policy through the following:

- all staff members will receive a link to an electronic copy of the policy;
- publication in the district newsletter; and
- posting on the District's website.

Goals to Promote Student Wellness

The District recognizes the connection between children's nutritional practices, behavior, and academic, physical, social, and athletic performance. As such, opportunities for students to grow, learn and thrive will be provided through a robust school wellness program.

To meet these goals, and taking into account the parameters of the School District (academic programs, annual budget, staffing issues, and available facilities) as well as the community in

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which the District is located (the general economy; socioeconomic status; local tax bases; social, cultural and religious influences; geography; and legal, political and social institutions) the Wellness Council recommends the following District goals relating to nutrition education, nutrition promotion, nutrition marketing, physical activity and other school-based activities:

A. Nutrition Education, Promotion and Marketing:

One of the most important ways in which the District can actively help children perform better as students is to provide them with the nutrition, the knowledge and the skills necessary for the healthy growth and development of their minds and bodies.

The goal of nutrition education is to integrate into the curriculum, and reinforce in the *total school environment, age-appropriate nutrition information that provides the knowledge base, attitudes, skills and behaviors necessary for PK-12 students to adopt and maintain healthy, life-long eating habits. Developing healthy habits at an early age makes it easier for individuals to make nutritional decisions that can lead to positive health outcomes throughout one's lifetime.

**The total school environment includes, but is not limited to: structured/regulated food service programs; informal classroom snacks and celebrations; vending machine food distribution; food available at school sponsored events; and use of foods as fund raisers within the school.*

The District will provide nutrition education to facilitate the voluntary adoption of healthy eating habits and other nutrition-related behaviors conducive to health and well-being by establishing the following standards for:

1) Classroom teaching:

Nutrition topics shall be integrated within the sequential, comprehensive, health education curriculum and taught at every grade level PK-12. Nutrition education shall follow the New York State Standards and be designed to help students acquire by graduation:

- a) Nutrition knowledge, including but not limited to:
 - food groups as described in the *MyPlate* dietary guidelines
 - benefits of healthy eating
 - essential nutrients and the function of each
 - nutritional deficiencies
 - the use and misuse of dietary supplements
 - safe food preparation, safe food handling and storage

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- principles of healthy weight management, body image topics, and diabetes which will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities
 - b) Nutrition-related skills, including but not limited to:
 - planning a healthy meal
 - understanding and using food labels
 - critically evaluating nutrition information, misinformation, and commercial food advertising
 - assessing one's personal eating habits, setting goals for improvement, and achieving these goals
- 2) Education, marketing and promotion links outside the classroom:
- a) Students will receive consistent nutrition messages throughout the school environment.
 - b) The District will highlight nutrition education activities and promotions that involve parents, students, and the community through the district newsletter.
 - c) The District will promote healthy food items including fruits, vegetables, whole grains and low-fat and fat-free dairy products (including ice cream). Promotions will include: taste test events, posters and signage, highlighting healthy items on the menu during morning announcements, etc
 - d) The Cornell University's *Smarter Lunchrooms Movement* principles and resources will be used to promote healthy food choices (e.g. the healthiest choices, such as salads and fruit, will be prominently displayed in the cafeteria)
 - e) Healthy food items will be comparably priced.
 - f) School-based marketing and advertising will be consistent with nutrition education and health promotion. As such, the District will restrict food and beverage marketing to the promotion of only those foods and beverages that meet the nutrition standards set forth by the Healthy Hunger-Free Kids Act's *Smart Snacks in School* nutrition standards.

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Examples of marketing techniques include the following:

- Brand names, trademarks, logos, or tags, except when placed on a physically present food or beverage product or on its container;
- Displays, such as on vending machine exteriors;
- Corporate brand, logo, name, or trademark on cups, posters, book covers, school supplies, educational materials, school equipment, message boards, scoreboards, or uniforms;
- Education incentive programs that provide food as a reward;
- Programs that provide schools with supplies as the result of families buying minimal-nutrition food products;
- In-school television, such as Channel One;
- Free samples or coupons; and
- Food sales through fundraising activities.

Marketing activities that promote healthful behaviors (and are, therefore, allowable) include:

- Vending machine covers promoting water
- Pricing structures that promote healthy options in a la carte lines or vending machines
- Selling healthy food and beverage selections at a lower profit margin to encourage selection
- Sales of fruit for fundraisers
- Coupons for discount gym memberships
- Marking/labeling individual food and beverage items as healthy
- Using posters to list healthy food and beverage items

B. Physical Education & Physical Activity

The Port Bryon Central School District will provide opportunities for all students, including those with disabilities, special health care needs, and in alternative educational settings, to receive physical education aligned with New York state mandates. To meet the national recommendation of 60 minutes or more of physical activity each day for children and youth, however, students need opportunities for physical activity beyond physical education class.

Therefore, all students will be encouraged to be physically active on a daily basis to develop the knowledge and skills for specific physical activities; to maintain physical fitness; to understand short and long-term benefits from a physically active and healthy lifestyle; and, to fully embrace regular physical activity as a personal behavior.

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The District will ensure that the following standards, including, but not limited to those in accordance with the Commissioner's Regulations, are met to achieve this goal:

- 1) Physical education courses should be the environment in which students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge. Therefore:
 - a) The District will make every effort to meet the following New York state physical education mandates in K-12: 120 minutes/week for K-6 students (daily in grades K-3); 90 minutes/week for 7-12 students.
 - b) All physical education classes will be taught by a NYS certified physical education teacher.
 - c) All physical education staff will receive professional development on an annual basis.
 - d) Interscholastic and intramural sports and recess will not serve as a substitute for a quality physical education program, and will not count towards New York state physical education mandated minutes for grades PK-12.
 - e) Teachers and other school and community personnel will not withhold opportunities for physical education as punishment or to make-up instructional time.
 - f) Students shall be moderately to vigorously active for at least 60% of the time while participating in physical education class.
 - g) Physical education classes will strive to have a teacher/student ratio comparable to those of other classes.
 - h) The District will provide adequate space and equipment and conform to all applicable safety standards.
 - i) A sequential physical education course of study consistent with national standards for physical education and with a focus on student's development of motor skills, movement forms and health-related fitness will be implemented.
 - j) A physical and social environment that encourages safe and enjoyable activity for all students including those who are not athletically gifted will be provided.
 - k) For students in need of adaptive physical education, CSE recommendations are followed. These students will be encouraged to participate in physical fitness programs and competitions.

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2) Physical Activity Outside of Physical Education Classes:

- a) Classrooms: All classroom teachers are strongly encouraged to incorporate, whenever possible, short breaks that include physical activity throughout the school day, especially after long periods of inactivity (i.e. 45 minutes). Elementary teachers will receive training on incorporating physical activity into the classroom on a regular basis.

Schools should discourage extended periods (i.e. periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities, such as watching television.

- b) Before and After School: All elementary, middle, and high school students will have the opportunity to engage in extracurricular physical activity programs, such as physical activity clubs (e.g. mileage programs) or intramural programs. At least 10 additional minutes of physical activity per day is strongly encouraged in grades K-5. The high school, and middle school as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of students, including boys, girls, students with disabilities, and students with special health care needs.

After school child care and enrichment programs will provide and encourage—verbally and through the provision of space, equipment, and activities—daily periods of moderate to vigorous physical activity for all participants.

- c) Recess: UPK-4th grade students will be scheduled for 20 minutes of supervised recess daily, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. In the case of inclement weather, recess will occur in classrooms.
- d) As Celebrations: Students will have the option to choose a physical activity in place of food for classroom celebratory purposes.

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- e) Safe Routes to School: The District will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for student to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts.
- 3) Recess and other physical activity shall not be withheld or used for disciplinary action unless the student is a danger to him/herself or others.
- 4) Recess or other physical activity time shall not be cancelled for instructional make-up time.

C. Other School-based Activities

The District will establish a school environment that presents consistent wellness messages and is conducive to healthy eating and physical activity for all. In order to present a coordinated school approach where District decision-making related to nutrition and physical activity encompasses all aspects of the school, the District will ensure that the following standards are met to achieve this goal:

1. Federal School Meal Programs

- a) The District will participate to the maximum extent practicable in available federal school meal programs (School Breakfast Program, National School Lunch Program [including after-school snacks], and the Summer Food Service Program).
- b) The District will meet, at a minimum, all federal and state laws and regulations governing school meals, foods sold in competition with school meals, and requirements for school nutrition and wellness polices per the Healthy Hunger-free Kids Act of 2010.
- c) The District will share information about the nutritional content of meals with parents and students upon request. Such information could be made available on menus, a website, on cafeteria menu boards, placards, or other point-of-purchase materials.
- d) Schools will encourage parents through newsletter articles and other resources to provide a healthy breakfast and/or lunch for their children who do not eat school meals.

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2. Access to School Nutrition Programs

- a) The parents of all students registered with the District as of opening day in the fall will receive a letter informing them of the manner in which to apply for the Free/Reduced Meal Programs. Program regulations dictate the timely manner of enrolling eligible students into the Program.
- b) Schools will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation.
- c) Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced price school meals. Toward this end, schools may utilize a point-of-sale system; provide meals at no charge to all children, regardless of income; and promote the availability of schools meals to all students.
- d) The District will make every effort to provide for the special dietary needs of any student upon identification to the Business Manager and Food Service Director. Additionally, district Food Service staff will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.

3. Meal Environment

The District will ensure the following:

- a) Dining area will have sufficient space for students to sit and consume meals.
- b) Dining area is a clean, safe, and pleasant environment that reflects the value of the social aspects of eating.
- c) Sufficient serving areas are provided to ensure student access to school meals with a minimum wait time.
- d) Students will have at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch when practical;
- e) Lunch times will be scheduled near the middle of the school day.
- f) All students must have a scheduled lunch period.
- g) Schools should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

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- h) Schools will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
- i) Schools should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).
- j) Students and staff will have access to free, safe and fresh drinking water throughout the school day and where school meals are served.
- k) Schools should discourage students from sharing their foods or beverages with one another during meal or snack times in response to concerns about allergies and other restrictions on some children's diets.

4. Requirements for Food Service Staff

- a) The District will ensure that professional development in the area of food and nutrition is provided for food service managers and staff on an annual basis.
- b) Professional development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility as follows:

New and current managers	at least 12 hours annually; includes topics such as: <ul style="list-style-type: none">▪ administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures)▪ the identification of reimbursable meals at the point of service▪ nutrition, health and safety standards▪ other topics, as specified by USDA's Food and Nutrition Service
New and current staff (other than the director and managers) who work an average of at least 20 hours per week	at least 8 hours annually; includes topics such as: <ul style="list-style-type: none">▪ free and reduced price eligibility▪ application, certification, and verification procedures▪ the identification of reimbursable meals at the point of service▪ nutrition, health and safety standards▪ other topics, as specified by USDA's Food and Nutrition Service

- c) Food service staff will engage students in taste testing events to identify potentially new, healthful and appealing food choices to be sold in the school meal programs.
- d) Food service staff will meet with students in grades 7-12 twice annually to receive feedback and suggestions on school meals.

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5. Community Access to District Facilities for Physical Activities

- a) School grounds and facilities will be available to students, staff, community members and community organizations and agencies offering physical activity and nutrition programs as often as possible, including before, during and after the school day, on weekends and during school vacations.
- b) School policies concerning safety will apply at all times and administrative approval must be obtained in advance.
- c) Community access to all District facilities for physical activity is encouraged and easily obtainable upon completion of the “Building Use Request Form.”

6. Community Involvement

- a) The District may partner with community agencies or establishments to raise funds and support for wellness initiatives. The District’s Wellness Policy, as well as activities that promote fitness, will be publicized.
- b) The District may also partner with community agencies (e.g. Port Byron Community Health Center, Cayuga County Health Department, etc.) to organize and provide health-related activities and education to students, staff and community members.

7. Communications with Parents

The District will support parents’ efforts to provide a healthy diet and daily physical activity for their children by:

- a) Providing nutritional information concerning the school menu upon request.
- b) Encouraging parents to pack healthy lunches and snacks that meet the *Smart Snacks in School* nutrition standards.
- c) Providing a list of foods that meet the District’s snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.
- d) The district will utilize pre-existing events and resources (committees, news notes, and website) for parents to share their healthy lifestyles with others in the school community.
- e) Providing school-based physical activities before, during, and after the school day.

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- f) Sharing information about physical activity and physical education through the website, newsletter, or other take-home materials, special events, or physical education written assignments.

8. Staff Wellness

The District highly values the health and well-being of every staff member and will plan and implement activities that support personal efforts by staff to maintain a healthy lifestyle. The district will collaborate with community-based programs to provide employees with health-related opportunities (e.g. flu shots). The Wellness Committee will encourage staff to model healthy lifestyles for students.

Nutrition Guidelines

A) School Meals

School meals will minimally meet the following program requirements and nutrition standards of the National School Breakfast and Lunch Programs (<http://portal.nysed.gov/portal/page/pref/CNKC>). These standards will be altered as necessary to meet or exceed regulations included in the most current Healthy Hunger Free Kids Act of 2010 regulations, Child Nutrition and WIC Reauthorization Act and associated implementation timeline and the NYS Standards for Nutritional Value of Foods and Beverages.

1. General Eligibility Requirements

ALL FOODS sold during the school day—midnight to 30 minutes after the end of the official school day (3:00 p.m.)— must be/contain at least one of the following to be eligible to be sold:

- Be a whole grain rich product
 - Must include 50% or more whole grain by weight or have whole grain as first ingredient
- Have as the first ingredient a fruit, vegetable, dairy product or protein food (meat, beans, poultry, etc.)
- Be a combination food with at least ¼ cup fruit and/or vegetable
 - Combination foods contain two or more components
 - Examples: Yogurt parfait, hummus and vegetables
- Contain 10% of the Daily Value of Calcium (100 mg), Potassium (350 mg), Vitamin D (40 IU), or Dietary Fiber (2.5 g) – values represent 10% of DV*

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2. Nutrition Requirements

Nutrient requirements are based on whether a food is an “entree” or “snack or side”

- Foods must contain a meat/meat alternate to count as an entrée and can be a combination food or a meat/meat alternate alone
- Exceptions are yogurt, low-fat or reduced fat cheese, nuts, seeds and nut or seed butters and meat snacks (such as dried beef jerky or meat sticks) – these are all considered snacks, NOT entrees

Nutrition Requirement	Entrees	Snacks/Sides
Calories	≤ 350 Calories	≤ 200 Calories
Total Fat Calories	≤ 35% of calories	≤ 35% of calories
Saturated Fat Calories	< 10% of calories	< 10% of calories
Trans Fat	Zero grams	Zero grams
Sugar by Weight	≤ 35% of weight from total sugars	≤ 35% of weight from total sugars
Sodium	≤ 480 mg	≤ 230mg**

*On July 1, 2016, foods may not qualify using the 10% DV criteria.

**On July 1, 2016, snack items must contain ≤ 200 mg sodium per item

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3. Beverages

USDA has size limits on the types of beverages that can be sold to students, and restricts some beverages to only being allowed in high schools.

Beverage Type	Nutrition Rules	Size Limits By Grade Level		
		Elem School	Middle School	High School
Water	Plain, with or without carbonation	No limit	No limit	No limit
Milk	Unflavored low-fat or fat-free, or flavored fat-free (and milk alternatives)	8 fl oz	12 fl oz	12 fl oz
Juice	100% fruit or vegetable, or 100% fruit or vegetable diluted with water, with or without carbonation, no added sweeteners	8 fl oz	12 fl oz	12 fl oz
Other Beverages	Flavored and/or carbonated labeled to contain < 5 calories per 8 oz or ≤ 10 calories per 20 oz	Not allowed	Not allowed	20 fl oz
Other Beverages	Flavored and/or carbonated labeled to contain ≤ 40 calories per 8 oz or ≤ 60 calories per 12 oz	Not allowed	Not allowed	12 fl oz

A) Foods Outside of School Meals

The District will adhere to NYS law which states “public schools cannot sell foods of minimal nutritional value in the student store, from a machine, or anywhere in the building from the beginning of the school day until the end of the last lunch period. Prohibited foods include: soda water, water ices (excluding ices containing fruit or fruit juices), chewing gum, hard candy, jellies, gums, marshmallow candies, licorice, fondants (soft mints, candy corn), cotton candy and candy coated popcorn.”

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For the remainder of this section, the school day continues to be defined as the period from midnight to 30 minutes after the end of the official school day (3:00 p.m.). The most current USDA nutrition standards specified by the Healthy Hunger-free Kids Act's *Smart Snacks in School* can be found at: <http://www.fns.usda.gov/cnd/Governance/Legislation/allfoods.htm>.

1. Vending Machines, School Stores and A La Carte Foods

Competitive foods, which include all foods and beverages sold (a) outside the school meal programs; (b) on the school campus in student accessible areas; and (c) at any time during the school day will follow, at minimum, the nutrition standards specified by the Healthy, Hunger-free Kids Act. These standards will apply to all foods and beverages sold individually and outside of the reimbursable school meal, including vending machines, school stores and cafeteria a la carte lines.

Elementary students: Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat dairy products, milk, fruits, vegetables, and 100 percent juices.

2. Fundraising

To support children's health and school nutrition education efforts:

- a) School-sponsored fundraisers will be encouraged to support healthy eating and physical activity by promoting the sale of healthy food items (fresh fruit and produce), non-food sales such as water bottles, plants, etc., and by promoting physical activity events.
- b) All foods and beverages sold as a fundraiser *during the school day* must meet the nutritional requirements as outlined by the *Smart Snacks in School* nutrition standards.
- c) School administrators, with the assistance of the District Wellness Council, will create and promote a list of approved fundraising activities. Prior to conducting any fundraiser, the *District Fundraiser Approval Form* must be completed and approved.

3. Celebrations

Parents will be encouraged to send in healthy treats for classroom celebrations. Parties should limit the use of foods and beverages that do not meet the *Smart Snacks in School* nutrition

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standards. The district will post annually on the website guidelines by the Wellness Council regarding classroom celebrations including suggestions for healthy party ideas.

4. Snacks

Snacks served during the school day or in after-school care or enrichment programs run by the District will make a positive contribution to children's diets and health by encouraging the use of foods/beverages that meet the *Smart Snacks in School* nutrition standards. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents as well as post it on the website.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

5. Rewards

The District strongly discourages using foods and/or beverages as a reward (especially those that do not meet the *Smart Snacks in Schools* nutrition standards) for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment under any circumstance.

The district encourages physical activity-based rewards in place of foods when appropriate.

Implementation and Evaluation of the Wellness Policy

In accordance with law, the District's wellness policy was to be originally established by July 1, 2006. The District will ensure school and community awareness of this policy through various means such as publication in District newsletters, calendars, and website. Further, professional development activities for staff and student awareness training will be provided, as appropriate, on the goals of the District's wellness program, including activities/programs for the development of healthy eating habits and the incorporation of physical activity as part of a comprehensive healthy lifestyle.

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- A) The District will establish an implementation and evaluation plan for the wellness policy in order to monitor the effectiveness of the policy and the possible need for further modification over time. Accordingly, the Superintendent shall designate one or more staff members within the District or at each school as appropriate to have operational responsibility for ensuring that the District meets the goals and mandates within the wellness policy. Designated staff members may include, but are not limited to, the following personnel:
- Administrators
 - School health personnel including the school nurse and health and/or physical education teacher
 - School food service director
- B) These designated school officials will also serve as a liaison with community agencies in providing outside resources to assist in the development of nutritional education programs and promotion of physical activities.
- C) These designated staff members shall periodically report to the superintendent on the District's compliance with the Wellness Policy based on input from schools within the district. In turn, the superintendent/designee shall prepare an annual wellness policy progress report, which will include:
- The website address for the wellness policy and/or information on how the public can access a copy;
 - A description of each school's progress in meeting the wellness policy goals;
 - A summary of each school's local school wellness events or activities;
 - Contact information for the Wellness Council liaison; and
 - Information on how individuals can get involved.

The superintendent shall provide the report to the Board of Education as well as distribute it to the Wellness Council, parent-teacher organizations, building principals, and school health services personnel within the District. The report shall be available to community residents upon request.

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- D) Annual evaluation and feedback from interested parties, including an assessment of student, parent, teacher, and administration satisfaction with the wellness policy, are essential to the District's evaluation program. The District will document the financial impact, if any, to the school food service program, school stores, and vending machine revenues based on the implementation of the wellness policy.
- E) Assessments of the District's wellness policy and implementation efforts by NYSED's Child and Nutrition Services shall be repeated on a triennial basis. The assessment will determine:
- Compliance with the wellness policy;
 - How the wellness policy compares to model wellness policies; and
 - Progress made in attaining goals.

The District will, as necessary, revise the wellness policy and develop work plans to facilitate its implementation.

Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265 Section 204
Richard B. Russell National School Lunch Act, 42 United States Code (USC) Section 1751 et seq.
Child Nutrition Act of 1966, 42 United States Code (USC) Section 1771 et seq.
7 Code of Federal Regulations (CFR) Section 210.10
Healthy Hunger Free Kids Act of 2010

Adopted: 2/11/15

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