

# Douglas City School District's Wellness Policies on Physical Activity and Nutrition

## Preamble

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, most children and adolescents do not follow the recommendations set forth in the *Dietary Guidelines for Americans* ([CDC.gov/healthyschools/nutrition/facts.htm](http://CDC.gov/healthyschools/nutrition/facts.htm))

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the Douglas City School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Douglas City School District that:

- The school district will 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 TK-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the most recent *U.S. Dietary Guidelines for Americans*.
- The food service staff will provide students with access to a variety of nutritious and appealing foods that meet the health and nutrition needs of students and will provide clean, safe, and pleasant setting and adequate time for students to eat.

- The school 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, and with related community services. Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (TK-8).
- School staff members shall be encouraged to model healthy eating and physical activity behaviors.
- The district desires to provide a comprehensive program promoting healthy eating and PA for district students and staff.

## **TO ACHIEVE THESE POLICY GOALS:**

### **I. Child Nutrition and Physical Activity Advisory Committee**

The school district's Child Nutrition and Physical Activity Advisory Committee will develop, implement, monitor, and, as necessary, revise school nutrition and physical activity policies. The committee consists of, parents, students, members of the school board, school administrators, teachers, food service staff, and classified employees.

**Committee Role and Membership:** The school will convene a representative School Wellness Committee (hereto referred to as SWC) and work alongside the existing school Parent Advisory Committee (hereto referred to as PAC) that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy (heretofore referred to as "wellness policy").

The SWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff [e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], and mental health and social services staff [e.g., school counselors, psychologists, social workers, or psychiatrists]; school administrators (e.g., superintendent, principal, vice principal), school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators (SNAP-EDEDSNAP-Ed). To the extent possible, the SWC will reflect the diversity of the community.

**Leadership:** The Superintendent or designee(s) will convene the SWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the wellness policy.

The designated Chair for oversight of SWC is the current Chair for PAC.

## **II. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

**Implementation Plan:** The School will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each wellness goal; and includes information about who will be responsible to make what change, by how much, where and when.

This wellness policy and the progress reports can be found at: [www.dcesd.org](http://www.dcesd.org).

### **Recordkeeping:**

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the SWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

**Annual Notification of Policy:** The School will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The School will make this information available via the district website and/or district-wide communications. The School will provide as much information as possible about the school nutrition environment. This will include a summary of the Douglas City Elementary School events or activities related to wellness policy implementation.

**Revisions and Updating the Policy:** The SWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as School priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued.

**Community Involvement, Outreach and Communications:** The School is committed to being responsive to community input, which begins with awareness of the wellness policy. The School will actively communicate ways in which representatives of SWC and

others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The School will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply. The School will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The School will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The School will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The School will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### **III. Nutritional Quality of Foods and Beverages Sold and Served on Campus**

#### **School Meals**

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables,
- serve only low-fat (1%) and fat-free milk; and
- ensure that half of the served grains are whole grain.
- Meet the USDA nutrition standards (as specified at <https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>)

The school will engage students and parents, through taste-tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices.

**Breakfast:** To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn;

- the school will operate and provide breakfast through the USDA School Breakfast Program
- the school will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

**Meal Times and Scheduling:** The school:

- will provide students with at least 15 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- will schedule meal periods at appropriate times, *e.g.*, lunch should be scheduled between 11 a.m. and 1 p.m.; and
- will encourage student access to hand washing or hand sanitizing before they eat meals or snacks.

**Sharing of Foods and Beverages:** The school will discourage students 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.

**Application Process:** A School Lunch Report is requested from the Trinity County Office of Education and CALPADS for the month of July to help identify students that are directly certified. At this time, the eligibility notification letter is sent out notifying these families so that they do not have to fill out the application for free and reduced lunches. Applications for free or reduced lunches are included in the registration packet before the school year begins. Parents who are not direct certified fill out the meal application if they feel they qualify, and turn it in to the school office. Student names are written on *all* packets with the meal application removed for directly certified families. The Administrative Secretary is the designee for determining if a family qualifies; all applications are confirmed by the Business Manager or Superintendent/Principal. Upon determination, a letter is sent to the family notifying them of their meal status. During the verification process, the Administrative Secretary determines the standard sample size method and selects from the error prone applications first. The Business Manager double-checks the verification documents returned by the selected family(s) and a notification letter is sent out.

**Lunch Money Collection:** Students and/or parents bring lunch money into the school office directly, mail the money in, or give money to the teacher in the morning when the estimated lunch count is taken. The amount of money paid by each student is entered into SchoolWise software on the computer. The students may either pay daily or in advance.

If students pay in advance, the computer calculates and saves the number of lunch meals available.

We participate in the Universal Meals Program, so all students receive breakfast and lunch free of charge, no matter their eligibility status, whether free, reduced, or paid.

Only the Superintendent/Principal, Business Manager and the Administrative Secretary have access to the SchoolWise area that stores eligibility data on each student. Any reports with categories represented are kept in either the locked cabinet in the Administrative Secretary's office area or in the Administrative Secretary's locked desk drawer; all meal applications and letters are kept in this desk along with the School Lunch Reports.

**Student Privacy:** All students in each classroom line up for lunch in one line and are served the same reimbursable meal regardless of family eligibility status or balance owed on family meal accounts. The meal cards identify only the name and grade of each student with a bar code for meal counting and collection purposes. Cards are scanned by the food service director in the back kitchen office after meal service.

The cafeteria is cashless. Students and/or parents bring lunch money into the school office directly, mail the money in, or give money to the teacher who brings it to the office. The amount of money paid by each family is tracked using our SchoolWise software. Families may either pay daily or in advance. Cafeteria account balances are accessible only by administrative staff directly involved with administering the school nutrition program.

Payment reminders are sent out to families by email, mail, or are sent home with students in sealed envelopes if there is an unpaid balance on the account; these families are reminded that an application for free or reduced price meals can be filled out more than one time within the same school year if their financial situation has changed.

Applications for free or reduced lunches are included in the registration packet before the school year begins. The application may also be printed off the school website and hardcopies are available in the school office. Applications are kept in a locked cabinet and are accessible only by administrative staff directly involved with administering the school nutrition program.

School will serve students a reimbursable meal, regardless of whether the student has money to pay or owes money.

**Strategies to increase participation in school meal programs:** The kitchen staff makes reimbursable vegetarian and gluten free meals available to students by request and offers food tastings to promote and introduce new foods into the menu. Food tastings and the monthly breakfast and lunch menus are posted in the cafeteria and on our school website.

Information regarding our breakfast, lunch and supper programs, including our meal charge policy, are shared in our school handbook that is handed out to all families at the beginning of each year during registration. The breakfast program and supper program are promoted in our school newsletter as well.

**Other Food and Beverage Sales:** There are no food and beverage sales outside the district's food service program.

**Fundraising Exemption:** When the sale of foods or beverages do not comply with the nutritional standards they may be permitted at the school, as part of a fundraising event, only when the items are sold by students of the school and the sale meets *one* of the following conditions:

1. It takes place off and away from school premises.
2. It takes place at least one-half hour after the end of the school day.
3. The District will encourage fundraisers that reflect our commitment to student health. Fundraisers such as the sale of non-food items, nutritious food items, and physical activity events are strongly encouraged.

**Snacks:** Snacks served during the school day or 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. The school will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. Snacks in the afterschool program are served via the Child and Adult Care Food Program and meet the requirements of that program.

The school will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

**Water:** To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day\* and throughout every school campus\* ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

**Rewards:** The school will not use foods or beverages that do not meet nutritional standards as rewards for academic performance or good behavior and will not withhold food or beverages (including food served through school meals) as punishment. Teachers are encouraged to use non-food alternatives as rewards, such as extra recess, classroom game time, extra art projects, etc.

**Celebrations:** The school will encourage limiting celebrations that involve food during the school day to no more than one party per class per month. Each party should include

no more than one food or beverage item that does not meet nutritional standards. The school will disseminate a list of healthy party ideas to parents and teachers.

**School-sponsored Events** (such as, but not limited to, athletic events, dances, or performances): Foods and beverages offered or sold at school-sponsored events outside the school day will meet the nutritional standards for meals.

**Promotions**: Schools shall promote healthy food items including fruits, vegetables, whole grains and low-fat dairy products. Promotions may include taste tests, posters and signage, highlighting healthy items on the menu during a class announcements. Busses, building exteriors, score boards, etc. on and around school property shall be free of brands and illustrations of unhealthful foods.

**Marketing**: There is no marketing on school campus.

## **IV. Nutrition and Physical Activity Promotion**

**Nutrition Education and Promotion**: The Douglas City School District aims to teach, encourage, and support healthy eating by students. The school will provide nutrition education and engage in nutrition promotion that:

- provides all students physical education that teaches them the skills needed for lifelong physical fitness
- physical education curriculum for grades TK-8 will be aligned with established state physical education standards;
- provides physical education that fosters lifelong habits of physical activity;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, participatory activities, such as contests, taste testing, and school gardens;
- provides nutrition education lessons that cover topics such as reading a Nutrition facts label, shopping lists, menu planning, and other topics that provide knowledge and skills necessary to promote health.
- is integrated into broader curriculum, where appropriate, including but not limited to integrated cooking lessons when available and using the school garden as a teaching tool when available and appropriate;



- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;
- teaches media literacy with an emphasis on food marketing; and
- includes training for teachers and other staff

**Integrating Physical Activity into the Classroom Setting:** For students to receive the nationally-recommended amount of daily physical activity (*i.e.*, at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- 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;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

**Communication with Parents:** The school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school will send home nutrition information and post nutrition tips in the school newsletter. The school will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutritional standards for individual foods and beverages. The school will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. In addition, the school will provide opportunities for parents to share their healthy food practices with others in the school community.

The school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and

physical education through the weekly newsletter, or other take-home materials, special events, or physical education homework.

## **V. Physical Activity Opportunities and Physical Education**

**Daily Physical Education (P.E.) TK-8:** All students in grades TK-8, including students with disabilities and special health-care needs, will receive daily physical education (or its equivalent of 100 minutes/week for elementary school students) for the entire school year. Student involvement in other activities involving physical activity (*e.g.*, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will not be exempt for required physical education class time or credit. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

The school district's comprehensive, standards-based physical education curriculum identifies the progression of skill development in grades TK-8. Physical education curriculum revision will follow a formally established periodic review cycle congruent to other academic subjects.

**Daily Recess:** All students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which the school will encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. The school shall provide physical activity opportunities for all students before and after school in elementary school.

The school will 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 will give students periodic breaks during which they are encouraged to stand and be moderately active.

**Physical Activity and Punishment:** Teachers and other school and community personnel discourage the use of physical activity (*e.g.*, running laps, pushups) or withholding opportunities for physical activity (*e.g.*, recess, physical education) as punishment.

**Joint or Shared-Use Agreements for Physical Activity Participation:** The school will develop joint-use agreements with community partners in order to provide expanded physical activity opportunities for all students and community members.

## **VI. Monitoring and Policy Review**

**Monitoring:** The superintendent or designee will ensure compliance with established school nutrition and physical activity wellness policies.

School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent.

The superintendent or designee will develop a summary report every three years on compliance with the school's established nutrition and physical activity wellness policies. That report will be provided to the school board, the school site council, and the Child Nutrition and Physical Activity Advisory Committee.

**Policy Review:** Assessments of school nutrition and physical activity policies will be conducted every three years to help review policy compliance, assess progress, and determine areas in need of improvement. The school will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

**Professional Development:** All school nutrition program directors and staff will meet 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.

- All staff complete the Civil Rights in Food Service and Integrated Pest Management trainings annually through Keenan Safe Schools
- All kitchen staff complete the Hazard Communication: Right to Understand training annually through Keenan Safe Schools

## **VII. Civil Rights Complaints**

To meet the Federal and State compliance requirements for civil rights complaints, the following policy has been written and implemented for the Douglas City Elementary School Nutrition Programs.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged

discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

In the state government, the protected classes are ancestry, marital status, medical condition, pregnancy, political affiliation, religion, sexual orientation, retaliation and Vietnam veterans. Civil rights complaints for these protected classes are handled by the school district for public schools and are referred to the State for all agencies.

**The Civil Rights Coordinator/Child Nutrition Programs Complaint Coordinator for DCES is the school superintendent. Allegations may be made verbally or in person. To file a complaint of discrimination contact:**

Shannon Ross  
Douglas City Elementary School  
P.O. Box 280, Douglas City, CA 96024  
(530) 623-6350

**If the complaint filed with the local sponsor is not remedied or if the complainant does not want to file their complaint with the DCES Civil Rights Coordinator, they may file:**

Shirley Rhodes or presiding coordinator, Complaint Coordinator  
California Department of Education, Nutrition Services Division  
560 J Street, Suite 270  
Sacramento, Ca 95814-2342  
(916) 445-6775 or (800) 952-5609