

FOOD & NUTRITION DIVISION

NEVADA'S SCHOOL WELLNESS POLICY BEST PRACTICES MANUAL



Nevada's School Wellness Policy Best Practices Manual

For Policy Development, Implementation, and Evaluation

PROVIDED BY THE NEVADA DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION DIVISION

THIS MANUAL WAS DESIGNED TO HELP PARENTS, SCHOOL DISTRICTS, AND SCHOOL STAFF PROMOTE STUDENT HEALTH AND WELLNESS BY ESTABLISHING A HEALTHY SCHOOL ENVIRONMENT THROUGH INCREASED CONSUMPTION OF HEALTHY FOODS, INCREASED OPPORTUNITIES FOR PHYSICAL ACTIVITY THROUGHOUT THE SCHOOL DAY, AND SUPPORT OF A HEALTHY LIFESTYLE.

Nevada's school wellness policy was based on and developed using USDA's Smart Snacks Nutrition Standards for all Foods Sold in Schools, Interim Final Rule and the Local School Wellness Policy Implementation, Proposed Rule as required by the Healthy, Hunger-Free Kids Act of 2010. Under federal law, school districts that receive reimbursement from USDA for child nutrition programs must develop their local school wellness policies to address all of the federal and state requirements.

The Nevada Department of Agriculture brought together a diverse group of community members from the areas of industry, education, health, community-based organizations, advocacy groups, and government to review and revise the statewide school wellness policy to comply with the new federal regulations. As of July 1, 2014, all school districts must begin to review, revise and implement their district school wellness policies.

It is our hope that this manual will be an aid in the process. Additionally, providing new ideas and ways of looking at the school environment and how it can be improved to offer students with a healthy school environment.

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Section 1: Advisory Group Formation

Each school district must establish a diverse team of stakeholders (i.e. parents, students, teachers, school health professionals, school food program staff, and the general public) to assess the school districts needs and develop a wellness policy that both meets the operational realities of the school district and works to improve health and wellness outcomes for the students.

Building a Group

1. Identify School Wellness Coordinator

The school district must establish leadership (one or more school officials) at the school district (and school level) who fully understands the local school wellness requirements and who can facilitate the development and implementation of the policy. The coordinator(s) will also be required to update the school wellness policy as the nutrition standards evolve. This leader must have the authority to ensure that their school(s) complies with the policy.

The school or district must notify the NDA of the selected coordinator(s) by September 30th of each school year. Please send this information to FND@agri.nv.gov.

2. Public Involvement

Community involvement includes allowing parents, students, teachers, school health professionals, representatives of the school food program staff, and the general public to participate in the development, implementation and periodic review of the local school wellness policy. The goal is to establish a diverse school wellness team.

REACHING OUT TO THE COMMUNITY:

The coordinators should brainstorm to determine any members of the community that would be beneficial for achieving a wide range of opinion and depth of knowledge within the advisory group. Ideas may include: local dietitians, school health staff (counselors, psychologists, social workers, psychiatrists, medical professionals), parks and recreation representatives, farmer coalitions, WIC employees, and others interested in child nutrition and health.

Once members of the advisory group are identified, the school district should create a list of names/position titles and relationship to the school. Contact information of the school wellness coordinator(s) should be made available to the school community and general public.

Letters of Intent: this is a non-binding agreement that should be completed by each individual participant. This will add clarity to each member's role as part of the advisory group.

3. Ways to Solicit Advisory Group Members

The coordinator should create a document that includes the goals/mission statement of the local school wellness policy, strategies and techniques for establishing and implementing the goals and the estimated time commitment (i.e. frequency of meetings, when and where the advisory group will meet).

THIS CAN BE SHARED SEVERAL WAYS TO REACH OUT TO MEMBERS AND BUILD A DIVERSE ADVISORY GROUP. BELOW ARE SOME EXAMPLES:

- School Employees: Create a handout or flyer that can be shared with the school staff in board meetings, the staff lounge, staff mailboxes, etc.
- <u>Health professionals in the community</u>: Reach out to local professional groups such as the state/local nutrition or Dietetics Association by emailing the president with information on how interested members can become involved.
- General Public: Bring the school and community together by hosting an open house, picnic or buffet dinner. Create a master list of ideas for the coming year. Leaders can share ideas for the local school wellness policy and encourage interested persons to continue participating with the advisory group to assist with the school wellness policy review, development, and implementation.

- Students: Students could write an article in the school newspaper, write an announcement/PSA for the school radio or speak at an assembly about getting involved. Positions for student leadership on the advisory group should be encouraged.
- Parents: Send students home with handouts summarizing the advisory group's mission in creating, implementing and updating the local school wellness policy. The PTA or similar organization could be used to solicit participation on the advisory group.
- <u>WIC/Pediatrician offices</u>: Call local WIC and pediatrician offices and share your school's
 policy and goals. Leave copies of the local school wellness policy or informational handouts
 along with information on how interested persons can get involved at the offices.
- <u>Farmers Coalition</u>: Reach out to community Co-ops, farmer's markets, Agricultural Advisory Commission (AAC), etc. via email or in person and invite members to participate in the advisory group to provide expertise in their field.

4. Other Ideas for Reaching Out to Advisory Group Members

STAY CONNECTED WITH THE ADVISORY GROUP:

- Create an advisory group Twitter or Facebook account the sends tweets to the advisory committee with any updates, ideas, meetings, etc.
- Create a shared blog or online document (such as a "google doc") of the school's wellness policy and suggest ideas that can be edited from anywhere
 - The blog could include an email address where interested individuals could reach out to the group.

Maintaining a Cohesive and Successful Group

A successful advisory group will include a variety of people that can add expertise and unique ideas that will drive the school wellness policy forward to improve health and wellness outcomes for students.

1. Prepare for meetings well in advance

- a. Choose a meeting place that is accessible for everyone and free of distractions
- b. Develop an agenda that clearly covers topics to discuss
- c. Run the meeting in a professional manner and follow up with an action plan for the goals
- d. Appoint someone to take notes of the meeting and distribute to advisory group members

2. Respect Advisory Group Contributions

- a. Make members feel their time is useful
- b. Praise group members for constructive feedback
- c. Listen to what each person has to contribute and make timely decisions
- d. Follow through with action plans or commitments

3. Set Expectations

- a. Specify the goals and expectations for achieving the goals
- b. Specify the areas in which you are seeking help

4. Keep Members Informed

- a. Members should be fully informed of all policy changes or updates and meeting times
- b. Keep members updated on school wellness goals that are either working or need revising

5. Consider Alternative Methods for Sharing Ideas:

- a. Utilize a way to communicate to the entire group
 - i. Group email, conference call, blog, google doc, etc. because everyone may not be able to physically attend a meeting

Resources to help with formation of an advisory group:

Engaging All Leaders
 http://www.communityschools.org/assets/1/AssetManager/CommunityAndFamilyEngagement.pdf

- Collaborative Leadership Structure
 http://www.communityschools.org/assets/1/AssetManager/collaborative%20leadership.pdf
- Advisory Board Guidelines http://dowelldogood.net/?p=663
- Tips for Creating an Effective Advisory Board http://www.stengelsolutions.com/tips19.htm

Sample Letter of Invitation to Join Advisory Group

[Date]

Ms. Maureen Smith, (Position i.e. Coordinator) 1555 Towaway Road Reno, NV 89519

Dear Ms. Smith:

[School District or School Name] is in the process of selecting individuals with diverse backgrounds of knowledge and experience to join the school wellness advisory group. We are seeking advice and assistance from key partners like you to keep our school environment a healthy learning environment.

We would like to invite you to become a member of the advisory group, which meets a minimum of [time period, i.e. twice] per year. The purpose of the advisory group is to provide assistance and recommendations for the development, implementation and periodic review of the local school wellness policy.

I will be contacting you in the near future to discuss this opportunity. If you have any questions or concerns, please contact me at [phone number] or [email].

Thank you for your consideration.

Sincerely,

[School name/Coordinator]

Section 2: Local School Wellness Policy Goals

School districts must select <u>at least one</u> nutrition promotion and education goal, to measure and report progress towards promoting student wellness.

Nutrition promotion and nutrition education are important for students to learn and reinforce healthy eating habits and behaviors throughout their lives. By reinforcing the importance of making healthy eating choices and promoting healthy behaviors, schools will help the community become healthier too.

Examples of nutrition promotion and education goals:

- 1. Implement standard-based nutrition education
 - a. Focus on students' eating behaviors
 - b. Based on theories and methods proven effective by published research
 - c. Consistent with the state's/district's comprehensive school health education standards/quidelines/curriculum framework

Resources to assist with goal:

- Southern Nevada Health District's Get Healthy Produce of the Month Program Lessons http://www.gethealthyclarkcounty.org/potm/index.php
- USDA Team Nutrition http://www.fns.usda.gov/tn/join-team
- University of Nevada Cooperative Extensions Team Nutrition "Smart Choices" http://www.unce.unr.edu/programs/health/index.asp?ID=135

2. Connect nutrition education with existing curriculums

- a. Part of comprehensive school health education
- b. Include in other content areas such as math, science, language arts, social sciences, family and consumer sciences and elective subjects
- c. Incorporate nutritional themes into daily lessons, when appropriate, to reinforce and support healthy messages
- d. School meal programs or other school foods (school cafeteria)
- e. Nutrition-related community services that occur outside the classroom
- f. Link classroom nutrition education to the larger school community, such as school gardens, cafeteria-based nutrition education, fresh fruit and vegetable program, and after-school programs
- g. Assess lessons against states/districts educational goals and curriculum standards

Resources to assist with goal:

- USDA Team Nutrition
 - http://www.fns.usda.gov/tn/join-team
- Nutrition for Kids: K-12th links available for higher grade levels http://www.nutritionforkids.com/kidactivities.htm
- USDA Healthier School Day
 - http://www.fns.usda.gov/healthierschoolday/tools-schools-fruits-veggies
- SNHD Fresh Fruit and Vegetable Program Lessons http://www.gethealthyclarkcounty.org/eat-better/ffvp.php
- Green Our Planet (GOP) School Gardens Project <u>http://www.greenourplanet.org/projects/about/</u>
- Nevada Department of Education, Health Standards http://www.doe.nv.gov/APAC_PE_Standards/

3. <u>Professional Nutrition Education Development for Teachers</u>

- a. Provide appropriate training for teachers and other staff members
 - i. Basic knowledge of nutrition

ii. Instructional techniques and strategies designed to promote healthy eating behaviors

Resources to assist with goal:

- Nevada Department of Agriculture Child Nutrition Program http://nutrition.nv.gov/Resources/Food and Nutrition - E-Learning/
 - Free Online Nutrition Education Course intended to help the public gain more information on nutrition topics for all age groups (Free continuing education credits are available for this course for Registered Dietitians and Nevada Teachers.)
- Free Online Nutrition Courses

https://extensiononline.tamu.edu/courses/food nutrition.php

 USDA – Healthier School Today www.fns.usda.gov/healthierschoolday

4. Educational reinforcement

- a. Collaborate with agencies and groups conducting nutrition education in the community to provide consistent messages to students and their families
- b. Provide opportunities for students to volunteer in nutrition related fields
 - i. food recovery efforts
 - ii. preparing nutritious meals for home-bound people
- c. Supply information to parents, students and staff members about community programs that offer nutrition assistance to families
- d. Establish nutrition, physical activity and body-size acceptance to achieve academic success and lifelong wellness
- e. Model healthy eating and physical activity behaviors
- f. Implement a healthy vending initiative in staff vending machines

Resource to assist with goal:

- Tips for Parents to Promote Healthy Eating Habits at Home
 http://www.bewellbarroncounty.org/be-well-kids/tips-for-parents-to-promote-healthy-eating/
- Bridging the Gap Creating Supportive School Nutrition Environments http://www.bridgingthegapresearch.org/ asset/fk6slr/BTG LWP school nutrition brief Jun 14.pdf?utm s ource=BTG+%26+CDC+briefs+release&utm campaign=BTG+%26+CDC+LWP+Briefs&utm medium=em ail
- SNHD Nutrition Services Directory
 - http://www.gethealthyclarkcounty.org/eat-better/nutrition-services-directory.php
- USDA Team Nutrition For help promoting nutrition and physical activity for elementary and middle school kids
 - http://www.fns.usda.gov/tn/popular-events-booklet
- Nutrition For Kids from preschool to teens
 - http://www.nutritionforkids.com/kidactivities.htm or http://kidshealth.org/teen/
- SNHD Get Moving Program Promotes ways to remain active in Nevada http://www.gethealthyclarkcounty.org/get-moving/index.php
- SNHD Healthy Vending for Worksites
 - http://gethealthyclarkcounty.org/worksite-wellness/healthy-vending.php
- Centers for Disease Control and Prevention (CDC) Effective Health Education http://www.cdc.gov/healthyyouth/SHER/characteristics/index.htm
- Teachers as Role Models
 http://www.naeyc.org/files/naeyc/Eliassen 0.pdf

5. Nutrition Promotion

- a. Conduct nutrition education activities and promotions that involve parents, students and the community
- b. Participate in programs that promote and reinforce student health
 - i. Team Nutrition
 - ii. Healthier US School Challenge

Resources to assist with goal:

- Healthier US School Challenge <u>http://www.fns.usda.gov/hussc/application-materials</u>
- USDA Team Nutrition for help promoting nutrition and physical activity for elementary and middle school kids
 - http://www.fns.usda.gov/tn/popular-events-booklet
- USDA Grow It, Try It, Like It! http://www.fns.usda.gov/tn/grow-it-try-it-it
- USDA Discover MyPlate http://www.fns.usda.gov/tn/discover-myplate
- Southern Nevada Health District TV Turn Off Week
 http://www.gethealthyclarkcounty.org/tv-turnoff/index.php
- Southern Nevada Health District Coaches' Challenge http://www.gethealthyclarkcounty.org/coach-challenge/index.php

Reference: http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/Sec3.pdf

Section 2: Local School Wellness Policy Goals

School districts must select at least one physical activity goal, to measure and report progress to promote student wellness.

Promoting and Providing Physical Activity in Nevada Schools

Regular engagement in physical activity is important for children's growth, development, and health. The National Physical Activity Guidelines (2008) indicate children should engage in moderate to vigorous physical activity at least 60 minutes each day. Far too many children, including Nevada's children, do not.

Whether your district has a structured physical education program, or not, may dictate which goal you choose to pursue for your school wellness policy.

Examples of physical activity goals:

- 1. Implement standard-based physical activity opportunities
 - a. Conduct a survey districtwide to determine baseline activity
 - b. Focus on district's physical activity climate to assess current practices
 - c. Based on theories and methods proven effective by published research
 - d. Consistent with the states/districts comprehensive school health education standards/guidelines/curriculum framework
 - e. Take measures to ensure all students have access to physical activity programs offered in your school

Resources to assist with goal:

- Nevada Department of Education Physical Education Standards http://www.doe.nv.gov/APAC_PE_Standards/
- Sample Physical Education Survey for Schools http://sspw.dpi.wi.gov/files/sspw/pdf/shpphyedsurvey2012.pdf
- CDC School Health Index (SHI) Self-Assessment & Planning Guide 2014 http://www.cdc.gov/HealthyYouth/SHI/

2. Connect physical activity experiences with existing curriculums

- a. Part of comprehensive school health education
- b. Also included in other classroom content areas such as math, science, language arts, social sciences, family and consumer sciences and elective subjects
- c. Incorporate physical activity themes into daily lessons, when appropriate, to reinforce and support health messages
- d. Physical education programs to provide PE minutes as part of the school curriculum
 - Numerous authorities recommend that elementary children receive PE daily and for a total
 of 150 minutes per week and secondary students receive PE for a total of 225 minutes per
 week
- e. Physical activity that occurs outside the classroom
 - Provide access to loose equipment and provide strategic playground or game markings on surfaces
- f. Link school's physical activity to the larger school community, such as after school programs, club or intermural sports, and team sports
- q. Assess school environment against state's/district's educational goals and curriculum standards

Resources to assist with goal:

- Nevada Department of Education Health Standards http://www.doe.nv.gov/APAC_PE_Standards/
- Jam Schools Foundation and Program http://www.healthetips.com/jam-program.php
- USDA Let's Move <u>http://www.letsmove.gov/get-active</u>

3. <u>Professional Physical Education Development for Teachers</u>

- a. Appropriate training for teachers and other staff members
- b. Basic knowledge of physical activity
- c. Instructional techniques and strategies designed to promote physical activity

Resources to assist with goal:

- Nevada Association for Health, Physical Education, Recreation and Dance http://www.nevadaahperd.com/
- Professional Development Education Clark County School District <u>http://ccsd.net/departments/professional-development-education</u>
- National Association for Sport and Physical Education (NASPE)
 http://www.nea.org/tools/lessons/national-association-for-sport-and-physical-education.html
- SHAPE America Society of Health and Physical Educators http://www.shapeamerica.org/

4. Educational reinforcement

- a. Collaborate with agencies and groups conducting physical activity in the community to send consistent messages to students and their families
- b. Supply information to parents, students and staff members about community programs that offer physical activity opportunities to families
 - i. Health and wellness fairs, sport programs, intramural sports, etc.
- c. Establish nutrition, physical activity and body-size acceptance to achieve academic success and lifelong wellness
- d. Model healthy physical activity behaviors

Resource to assist with goal:

- USDA Team Nutrition For help promoting nutrition and physical activity for elementary and middle school kids
 - http://www.fns.usda.gov/tn/popular-events-booklet
- American Heart Association
 - http://www.heart.org/HEARTORG/Educator/Educator UCM 001113 SubHomePage.jsp
- SNHD Get Moving Program Promotes ways to remain active in Nevada http://www.gethealthyclarkcounty.org/eat-better/nutrition-education-resources.php
- Centers for Disease Control and Prevention (CDC) Effective Health Education http://www.cdc.gov/physicalactivity/ http://www.cdc.gov/healthyyouth/SHER/characteristics/index.htm
- Kids Health
 - http://kidshealth.org/parent/index.jsp?tracking=P Home
- Southern Nevada Health District TV Turn Off Week
 http://www.gethealthyclarkcounty.org/tv-turnoff/index.php
- Southern Nevada Health District Coaches' Challenge http://www.gethealthyclarkcounty.org/coach-challenge/index.php

5. Physical Activity Promotion

- a. Conduct physical activities and promotions that involve parents, students and the community
 - i. Field Day, Walk-a-thon, Jump rope-a thon, Mileage club
- b. Participate in programs that promote and reinforce student health
 - i. Team Nutrition
 - ii. Healthier US School Challenge
 - iii. Alliance for a Healthier Generation

Resources to assist with goal:

- National Coalition for Promoting Physical Activity http://www.ncppa.org/public-policy
- USDA Team Nutrition
 http://www.fns.usda.gov/tn/team-nutrition
 http://www.fns.usda.gov/tn/popular-events-booklet

- Healthier US School Challenge http://www.fns.usda.gov/hussc/application-materials
- Walkathon Guide http://walkathonguide.com/
- Healthy Fundraising Toolkit http://www.ousd.k12.ca.us/cms/lib07/CA01001176/Centricity/Domain/139/Fundraising%20Toolkit.pdf
- Alliance for a Healthier Generation https://www.healthiergeneration.org/
- Action for Healthy Kids http://www.actionforhealthykids.org/

Section 2: Local School Wellness Policy Goals

School districts must select <u>at least one</u> goal for Other School-Based Activities that Promote Student Wellness, to measure and report progress to promote student wellness.

Promoting and Providing Opportunities to Improve Student Wellness

Providing a consistent and clear message to students through promotion of school wellness during the school day, but also after school and on weekends for special events.

Students often look to their parents, teachers, and other authority figures to develop habits that will last them a lifetime. By offering fun activities that encourage health and wellness, it will reinforce lifelong habits for a healthy lifestyle.

Examples of other school-based activity goals:

1. Conduct an Assessment of your Local School Wellness Policy

- a. To help with the initial development of the district's wellness policy, each school in the district may conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies.
 - i. The results of these school-by-school assessments can be compiled at the district level to identify and prioritize needs.
 - ii. Assessments can be repeated periodically to help review policy compliance, assess progress, and determine areas in need of improvement.

Resources to assist with goal:

- Wellness School Assessment Tool
 - www.wellsat.org
- Criteria for Evaluating School-Based Approaches to Increasing Good Nutrition and Physical Activity,
 Action for Healthy Kids
 - http://www.actionforhealthykids.org/about-us
- CDC School Health Index
 - http://www.cdc.gov/healthyyouth/shi/
- National Alliance for Nutrition and Activity http://www.cspinet.org/nutritionpolicy/nana.html
- Model School Wellness Policies
 http://www.schoolwellnesspolicies.org/WellnessPolicies.html

2. <u>Incorporate Sustainable Food Practice Opportunities</u>

- a. Use locally grown or seasonal food, school gardens and reducing the waste stream
- b. Start a School Garden/Farm to School program
 - Across the country, an increasing number of schools and districts have begun to source more foods locally and to provide complementary educational activities to students that emphasize food, farming, and nutrition.
- c. Bring local or regionally produced foods into school cafeterias; hands-on learning activities such as school gardening, farm visits, and culinary classes; and the integration of food-related education into the regular, standards-based classroom curriculum.
- d. Maximize the reduction of waste by recycling, reusing, composting and purchasing recycled products.
 - i. Each school in the district will have a recycling program
- e. Explore "Non-Disposable Tableware" options with the food service program

Resources to assist with goal:

Nevada Department of Agriculture – Farm to School Program

http://nutrition.nv.gov/Programs/Farm to School/Farm to School Program/

- Nevada Department of Agriculture Farm to School Food Safety Program http://agri.nv.gov/Plant/FTS-FSP/FTS home/
- USDA Farm to School Resources

http://www.fns.usda.gov/farmtoschool/farm-school-resources

Let's Move

http://www.letsmove.gov/school-garden-checklist

School Gardens

http://aggie-horticulture.tamu.edu/kindergarden/child/school/sgintro.htm

Urban Roots

http://www.urgc.org/

Edible School Yard

http://edibleschoolyard.org/

National Farm-to-School

http://www.farmtoschool.org/

Recycling in schools

http://www.lessismore.org/materials/23-school-recycling

USDA Food Waste Resources:

http://www.usda.gov/wps/portal/usda/usdahome?contentid=2013/06/0112.xml

- 3. Establish additional wellness practices within the school environment:
 - a. Conduct a Taste Testing/Ongoing Sampling Program
 - b. When creating new recipes, menu items, or offering "Smart Snack" choices at a campus, hold a taste test with students for their input and feedback.
 - i. Serve small, sample-sized portions to students during breakfast or lunch and advertise the results of the taste test when offering the new food item on the menu.
 - ii. Utilize existing student leadership clubs, culinary students or other student groups to facilitate and/or participate with the sampling events.
 - c. Incorporate Harvest of the Month into the existing curriculum which features nutrition education tools and resources to support healthy lifestyle habits like eating fruits and vegetables
 - d. Actively engage families as partners in their children's education and recognize their fundamental role in promoting and protecting their health and well-being.
 - i. Support parents' efforts to provide a healthy diet and encourage parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
 - e. Add additional sites for of the Fresh Fruit and Vegetable Program (FFVP)
 - i. The FFVP exposes children to a wide variety of fresh fruits and vegetables.
 - ii. Elementary schools that have greater than 50% eligible free and reduced lunch students are eligible to apply annually for this program

Resources to assist with goal:

Department of Agriculture - Child Nutrition Program

http://nutrition.nv.gov/

"Harvest of the Month"

www.harvestofthemonth.com

USDA - Taste Testing and Evaluating Recipes
 http://healthymeals.nal.usda.gov/recipes/taste-testing-and-evaluating-recipes

- 4. <u>Develop School Wide Wellness Promotions for Students:</u>
 - a. Hold a poster contest on wellness topics
 - i. Nutrition, Physical Activity, or other related wellness areas
 - b. Develop a school wellness campaign
 - Develop public announcements to be read to the students such as "Healthy Tip of the Day or Week"

- c. Adopt a marquis or bulletin board for wellness tips
 - i. During National Nutrition Month (March), Ride your Bike to School Day (May), or Walk to School Day (Oct)
- d. Create a Jog-a-thon, Walk-a-thon, Jump-rope-a-thon activities and incorporate healthy snacks at the event

Resources to assist with goal:

USDA's Marketing website

http://www.fns.usda.gov/sbp/marketing-ideas

Wellness in the Schools

http://www.urgc.org/

Keep Moving

http://www.walkbiketoschool.org/keep-going

Eat Right

http://www.eatright.org/NNM/#.VBNZOE10yM8

Walkathon Guide

http://walkathonguide.com/

Fuel up to Play 60 website

http://www.fueluptoplay60.com/

5. Promote Staff Wellness Opportunities within the School/District

- a. Offer staff wellness programs
 - i. Workshops and presentations on health promotions
 - ii. Education and resources that will encourage healthy lifestyles, reduce chronic disease, and promote role modeling
- b. Establish or enhance fitness opportunities for staff
 - Walking clubs or fitness challenges
- c. Promote staff wellness initiatives
 - Outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff
- d. Maximize wellness programs within school or district's worksite wellness programs
 - i. Health fairs and work based opportunities for all staff

6. Explore Safe Routes to School

- a. Assess and determine improvements to make it safer and easier for students to walk/bike to school.
- b. When appropriate, work together with local public works, public safety, and/or police departments in those efforts.
- c. Explore the availability of federal "safe routes to school" funds, administered by the state department of transportation, to finance such improvements.

Resources to assist with goal:

- Safe Route Partnerships: Nevada http://saferoutespartnership.org/state/srts-in-your-state/nevada
- Safe Routes to Schools Tool Kit, National Highway Traffic Safety Administration
 http://www.nhtsa.gov/people/injury/pedbimot/bike/safe-routes-2004/pages/preface-1.htm
- Kids Walk to School Program, CDC www.cdc.gov/nccdphp/dnpa/kidswalk
- Walkability Check List US Dept. of Transportation and US EPA www.walkinginfo.org/walkingchecklist.htm

Section 2: Local School Wellness Policy Goals

Sample School Action Plan

Goal	Steps to Achievement	Lead Person(s)	By When?	Resources	Evidence of Success
	Steps that need to be taken to accomplish action step.	Who will take responsibility to ensure steps are accomplished?	By what date will you accomplish each step to achievement?	What resources (people, tools, technical support, funding) are needed to accomplish action steps?	What will success look like when you have completed this action?
Example	Example	Example	Example	Example	-
Incorporate PA into the school day.	1. Talk to Principal about PA activating the brain for learning.	Mike (School Wellness Chair, and 2 nd grade teacher).	1. Aug. 25 th .	1. N/a.	1./2. Support from the Principal as we work to incorporate more PA into the school
	2. Ask for support to begin an effort for teachers to do something active with their students every week, day, hour, etc.	2. Mike.	2. Aug. 25 th .	2. N/a.	day. Including 10 minutes on staff development day to model and share best practice.
	3. Find resources about PA during the school day.	3. Carol (P.E. teacher).	3. Sept. 20 th .	3. Online search / PE / personnel / Ms. Anton.	3. An electronic and paper version of PA ideas for the classroom that is updated at least twice a year.
	4. Ask morning announcement leader if we can have 1 minute to do an exercise.	4. Mike.	4. Sept. 20 th .	4. Short PA break.	4. PA is part of morning announcements.
	5. Put together a list of great examples of PA during the school day.	5. Carol and Sandy (active parents).	5. Oct. 5 th .	5. Nevada's local school wellness policy.	5. See 3
	6. Create an award for the most creative PA	6. Sandy and Gina (Office Manager).	6. Oct. 5 th .	6. Art supplies	6. A trophy that travels to a new classroom each week.
	7. Encourage differentiated instruction using physical activity.	7. Mike and Ms. Williams (Principal).	7. Oct. 5 th .	7. Bulletin.	7. Continued sharing of great instruction using PA as a tool to activate the brain for learning in students with various learning styles.

Section 3: Meal Consumption

Adequate Time to Consume School Meals

The reason for including minimum requirements for time to consume a meal is to allow each student adequate time to eat their meals. (Note: Time spent acquiring the meal is not included in the time to consume the meal.)

Many students find that they do not have ample time to get their food and eat it during the allotted lunch period. Our goal is to provide designated time for all students to consume their meal while at school.

We understand that some students eat more quickly than others do and for some, this still may not prove to be enough time for them to completely finish eating, however, we encourage districts and schools to monitor and adjust their schedules as they find these inconsistencies.

To clarify, this does not require that all students sit for the entire time, but that students who need it are given at least <u>15 minutes</u> to consume their breakfast, and <u>20 minutes</u> to consume their lunch meals.

Below are some benefits of providing adequate seat time to all students in your school:

- Reduces food waste
- Increases total intake of all macronutrients
- School administrators should provide enough time for students to eat, so they are able to benefit from the consumed calories throughout the remainder of the school day.

Recess Before Lunch

Why Recess Before Lunch?

- When recess is scheduled before lunch, elementary school children consume significantly more food (more calories and total nutrients) and have less plate waste than children who have recess after lunch.
 - a. In addition to this, nurses have reported fewer students coming into their office for low blood sugar or tummy aches when recess is before lunch.

2. Recommendations:

- a. It is recommended that elementary school administrators schedule recess before lunch to offer students the opportunity to consume a well-balanced meal and receive the maximum benefit for the remainder of the day.
- b. In Nevada schools that have implemented recess before lunch, we encourage you to continue to provide recess before lunch.

Resources to help with implementation of this in your school:

- Relationships of Meal and Recess Schedules to Plate Waste in Elementary Schools http://www.nfsmi.org/documentlibraryfiles/PDF/20080225034510.pdf
- Peaceful Playgrounds Meal and Recess Schedules
 http://www.peacefulplaygrounds.com/pdf/insight24-meal-and-recess-schedules.pdf
- Economic Research Service Plate Waste in School Nutrition Programs (Page 3) http://www.ers.usda.gov/media/887982/efan02009.pdf
- Team Nutrition, Iowa Comfortable Cafeterias
 https://www.educateiowa.gov/sites/files/ed/documents/1213 np sw comfortablecafeteriawebinarslides.pdf
- The American Occupational Therapy Assoc., Inc.- The Cafeteria: Creating a Positive Mealtime Experience http://www.aota.org/-/media/Corporate/Files/Practice/Children/Cafeteria-Mealtime-Info-Sheet-10-30-13.pdf

Section 4: Physical Activity

Incorporating Physical Activity During the School Day

Children spend a large part of their waking day at school, and it is important for them to have ample opportunities for physical activity while they are there. Physical education and recess provide opportunities for children to be active, but they are often provided infrequently or in a way, that does not fully optimize the accrual of moderate to vigorous physical activity. Thus, it is important to deliberately extend school physical activity opportunities to include classroom activity breaks, before and after school programs, and active transport (walking/biking) to and from school.

Finding time to include physical activity during the school day may seem challenging, below are some examples of ways your school can include physical activity during the school day:

- 1. Implement Activity Bursts/Breaks in the Classroom
 - a. Establish one to three 5-10 minute activity breaks per day
 - b. Jumping jacks, march in place, dance to music
- 2. Integrate Physical Activity into the Academic Curriculum
 - a. During science or anatomy lessons allow students to use various body parts
 - b. When talking about muscle groups, have the students perform a few exercises to show which muscle groups are being used (squats, sit-ups, bicep curls)
- 3. Health Education
 - a. Have students learn about their heart rate and how exercise increases it
 - b. Have students run a lap around the school and take their heart rate before and again after. Instruct students to compare the difference in heart rates and explain why exercise will raise the heart rate. For older students you could talk about the optimal heart rate to burn fat, gain muscle and the long-term benefits of cardiovascular exercise.
- 4. Physical Education
 - a. Provide recommended physical education minutes per week
 - b. Instructional delivery by certified instructors
 - c. Challenge another class to a sport or activity, participate in a contest or relay, learn the rules to various sports games or activities
- 5. Recess
 - a. Instructional delivery by trained recess supervisors
 - b. Provide students with at least 20 minutes of recess each day
 - c. Provide students with ample loose equipment and provide strategic playground or game markings
- 6. School Athletic Programs, Extra-curricular Programs, Before and After School Programs
 - a. Transportation to and from school including support for active transport
 - b. Walking or bicycling to and from school, make bike racks available.
- 7. Teachers as Role Models
 - a. If teachers walk around the playground at lunch students are more likely to do the same, teachers can get involved in physical activities and encourage students to as well

Take measures to ensure all students have access to physical activity programs offered in your school.

Resources to help with Incorporating Physical Activity into the School Day:

- USDA Nation Physical Activity Guidelines and Standards
 http://healthymeals.nal.usda.gov/resource-library/physical-activity/national-guidelines-and-standards
- USDA Physical Activity: School Aged Children
 http://healthymeals.nal.usda.gov/resource-library/physical-activity/physical-activity-school-aged-children
- Center for Science in the Public Interest Alternative School Discipline Options to Withholding Recess
 http://cspinet.org/new/pdf/Alternatives to Withholding Recess.pdf

- Bridging the Gap Supporting Recess in Elementary Schools
 http://www.bridgingthegapresearch.org/ asset/dqryqb/BTG LWP recess brief Jun 14.pdf?utm source=BTG +%26+CDC+briefs+release&utm campaign=BTG+%26+CDC+LWP+Briefs&utm medium=email
- Bridging the Gap Supporting Quality Physical Education and Physical Activity in Schools
 http://www.bridgingthegapresearch.org/ asset/7bm7jq/BTG LWP PEPA brief Jun 14.pdf?utm source=BTG +%26+CDC+briefs+release&utm campaign=BTG+%26+CDC+LWP+Briefs&utm medium=email
- Change Lab Solutions Shared Use http://changelabsolutions.org/shared-use

Section 5: All Foods Sold or Provided on the School Campus

All foods sold or given away to students on the school campus during the school day must meet the Smart Snacks Nutrition Standards.

Smart Snacks Nutrition Standards include specific nutrient standards for food items that restrict the following: total calories, total fat, saturated fat, trans-fat, sodium, and total sugar.

A food item's first ingredient must be from one of the main food groups: fruit, vegetable, whole grain, dairy, or protein.

These standards apply to any foods sold or given away on the school campus, during the school day. This includes foods sold as part of a fundraiser and any foods that are given away to students on the school campus during the school day. (For more in depth information, see Nevada's school wellness policy.)

Resources for foods that meet Smart Snacks Nutrition Standards:

- NDA has created a list of available products that meet Nevada's nutrition standards (this list will be updated periodically, if you find a product that meets your needs but is not yet on this list, please send it to fnd@agri.nv.gov and we will review it and add it during the next update.)
 www.nutrition.nv.gov/
- The Alliance for a Healthier Generation has created a couple tools:
 - Smart Snacks Calculator
 https://www.healthiergeneration.org/take action/schools/snacks and beverages/smart snacks/alliance
 product calculator/
 - o Smart Snacks Product Navigator https://www.healthiergeneration.org/live-healthier/eat-healthier/alliance-product navigator/

Section 5: All Foods Sold or Provided on the School Campus

Special Occasions/Holiday Celebrations

Benefits of Healthy Celebrations

To provide the best learning environment for students, schools need to support healthy behaviors, such as healthy classroom celebrations that promote positive eating habits.

Research has shown that good nutrition is linked to better behavior and academic performance. School staff and parents should help get students excited about nutritious food. Providing healthy snacks supports positive messages about eating well, rather than contradicting them.

Best Practices for School Celebrations

The Smart Snack Nutrition Standards require each school/district to designate the frequency of exempt days to be allowed to celebrate special occasions. This includes holidays, birthdays, class parties, etc. Pep rallies and student organization meetings will not be considered a special occasion and therefore are not appropriate for exemption.

For example, a school may decide to allow all birthdays be celebrated on the $l^{\rm st}$ on each month. Parents and students would be allowed to bring in non-Smart Snack approved items, on these days, although they should be encouraged to choose healthy snacks.



Healthy Snack Ideas

Popcorn or Pretzels

Crackers and Peanut Butter

Baked Chips and Salsa

Cut up fruit with yogurt dip

Cup up veggies with hummus

Low fat granola bars

Nuts and seeds

Trail Mix

String Cheese

Yogurt





Resources for special occasions and holiday celebrations:

- Washoe County School District The Student Wellness Policy http://www.washoeschools.net/cms/lib08/NV01912265/Centricity/Domain/69/WCSD%20Student%20Wellness8%20Policy.pdf
- St John Community School Eat Smart Treat Smart
 http://stjohncommunityschool.wikispaces.com/file/view/Eat%20Smart...Treat%20Smart.pdf
 OSmart...Treat%20Smart.pdf
- USDA Healthier School Day http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks
- Missouri Eat Smart Advanced Guidelines A guide to Promoting a Healthy School Environment http://www.hazelwoodschools.org/StudentsAndParents/SchoolNutrition/Documents/Eat%20Smart%20Guidelines.pdf
- Pleasanton School Guidelines for School Parties/Celebrations http://www.pleasanton.kl2.ca.us/mohr/documents/FoodPolicy.pdf

Section 5: All Foods Sold or Provided on the School Campus

Teachers organizing exempt celebration days may wish to create a parent involvement request like this:

Dear Parent,				
Our class is celebrating on and we will be enjoying healthy snacks for the day!				
I am looking for volunteers to provide one of the following items:				
1% or nonfat milk Unsweetened O.J Air Popped Popcorn Hummus				
Cut up Veggies/Fruit Whole Grain Crackers Low Fat String Cheese Salsa				
PLEASE DO NOT bring chips, cupcakes, cake, cookies, donuts, candy or soda.				
Please return this form by				
~Thank you for helping keep our students healthy! ~				

Examples of celebrations and non-food based activities that can be implemented.

<u>Celebration</u> Birthday	Activity Ideas Instead of food, ask the parents to donate a book to the classroom. The parents could come in to read it.
Halloween	Explore the history and legends behind Halloween with books, photos or a movie. Make homemade masks or capes.
Thanksgiving	Give thanks by writing poems or notes to someone special. Make paper turkeys to be displayed in the classroom.
Christmas/Hanukkah/Kwanzaa	Make holiday cards for friends, family or a local nursing home. Make healthy ginger bread homes with trail mix and cereal.
Valentine's Day	Ask each student to write down something they like about their class or teacher to put up on the wall. Write a poem together as a class, letting each student contribute an idea.
Easter/Spring	Plant flowers or herbs in the schoolyard or garden. Hide plastic eggs filled with trail mix in the playground and have the students run around gathering them.

Section 6: Fundraising

Best Practices for Fundraising

Candy, baked desserts, and other foods with little nutritional value are commonly used for fundraising in schools. This may be an easy way for schools to make money, but it sends the wrong message to students and promotes unhealthy habits. The new school wellness policy requires that all food and beverages sold to students on the school campus during the school day must meet Smart Snack Nutrition Standards. Selling healthy snacks reinforces good habits and promotes health and wellness. Providing healthy products during fundraising events continues to highlight healthy behaviors.

Schools can sell nutritious foods and beverages or even non-food items as fundraisers without exception. Below are some healthy fundraising strategies:

- 1. Wrapping paper
- 2. Candles
- 3. Coupon books
- 4. Students can plant, grow and harvest vegetables, fruit, seeds or flowers and sell them as a fundraiser
- 5. Students could sell their original crafts or art work
- 6. Schools can have a walk-a-thon, fun run, field day or juggling contest
- 7. Schools can have a car wash or golf tournament
- 8. Schools can sell Logo Gear (T-shirts, Hats, Bags, Mugs etc.)
- 9. Schools can host a game night, carnival, rummage sale, silent auction

Resources to help with Fundraising on the school campus, during the school day:

- USDA Healthy Fundraising Ideas
 http://healthymeals.nal.usda.gov/local-wellness-policy-resources/wellness-policy-elements/healthy-fundraising
- USDA Best Practices Fundraisers
 http://www.fns.usda.gov/sites/default/files/cn/bestpractices_fundraisers.pdf
- USDA Smart Snacks in School Fundraisers
 http://www.fns.usda.gov/sites/default/files/allfoods_fundraisers.pdf
- Center for Science in the Public Interest-Sweet Deals: School Fundraisers Can Be Healthy and Profitable
 http://www.cspinet.org/new/pdf/schoolfundraising.pdf
 http://cspinet.org/new/pdf/sweet_deals-one-pager.pdf
- Center for Science in the Public Interest Fundraising Options Available to Schools http://www.cspinet.org/nutritionpolicy/fundraiserfactsheet.pdf
- Butter Braid USDA Smart Snacks in School and Fundraising
 http://www.butterbraid.com/Media/Default/PDF%20Files/USDA%20SMART%20SNACKS%20IN%20SCHOOL%20AND%20FUNDRAISING b.pdf

There are no limits on food and beverage fundraisers held during the school day if items sold are intended for consumption outside of the school day.

Section 7: Incentives & Rewards

School districts are strongly encouraged to utilize other forms of incentives or rewards that are not food-based. If school districts choose to allow food-based incentives or rewards, the food items must meet the Smart Snacks Nutrition Standards (See section 5 for more information).

Rewards support student health when they involve using non-food items or activities to recognize students for their achievement or good behavior.

Examples of non-food incentives or rewards are listed below:

- 1. Stickers
- 2. Sit by friends
- 3. Teach the class
- 4. Have extra art time
- 5. Enjoy class outdoors
- 6. Have an extra recess
- 7. Play a favorite game or puzzle
- 8. Walk with a favorite provider during a transition
- 9. Eat lunch outdoors/have a picnic
- 10. Eat lunch with a teacher or principal
- 11. Be a helper during class
- 12. Dance to music in the classroom
- 13. Take a field trip
- 14. Teacher will read their favorite book
- 15. Praise or recognition

Resources to help with Non-Food Rewards and Incentives:

- Center for Science in the Public Interest Constructive Classroom Rewards http://www.cspinet.org/nutritionpolicy/constructive rewards.pdf
- Oregon State Department of Education Non-Food Incentives and Rewards in the Classroom http://oregonstate.edu/dept/kbrec/sites/default/files/NonFoodReward Klamath 06-19-08.pdf
- Newport-Mesa Unified School District- Ideas for Non-Food Classroom Rewards http://www.smusd.org/cms/lib3/CA01000805/Centricity/Domain/9/Non Food Rewards 6.pdf
- Consortium to Lower Obesity in Chicago Children Classroom Reward Options http://www.clocc.net/partners/group/school/ClassroomRewardOptions.pdf
- Michigan State University Extension Alternatives to Using Food as a Reward http://healthymeals.nal.usda.gov/hsmrs/Michigan/foodrewards.pdf

Section 8: Marketing

Only marketing consistent with the Smart Snacks Nutrition Standards is allowed on the school campus during the school day. By marketing Smart Snack approved products, students will become familiar with MyPlate, food groups, and model healthy eating.

Healthy Marketing Tips:

- 1. Allow students to participate in creating posters with nutritious food
 - a. Decorating MyPlate posters or painting a fruits and vegetables rainbow
- 2. Take turns allowing different classrooms to draw their favorite healthy foods to be displayed in the cafeteria during lunch
- 3. Have students write down their own nutrition tips and display them around the classroom or cafeteria
- 4. Invite local farmers to talk about planting and harvesting fruit and vegetables
 - a. Reinforce this by serving those foods in the cafeteria
- b. Promote healthy school meals during the morning announcements, in the monthly school newsletter, or other school communications to students and parents to increase meal participation

Resources for Allowable Marketing on the School Campus:

- USDA Marketing and Advertising
 http://healthymeals.nal.usda.gov/local-wellness-policy-resources/nutrition-promotion/marketing-and-advertising
- USDA Choose My Plate http://choosemyplate.gov/print-materials-ordering/graphic-resources.html
- USDA Smart Snacks Brochure http://www.fns.usda.gov/sites/default/files/smartsnacksbrochure.pdf

Choosemyplate.gov is a great resource for printable graphics to create posters to market

healthy eating



Vending machines that show images of healthy foods and











Utilizing a brand that promotes healthy eating and physical activity. For example, ACE the Fox is the elementary school mascot in the Washoe County School District. Each month ACE's nutrition tip poster is displayed in the school cafeteria

Section 9: Incentives or Penalties for Violations of the Local School Wellness Policy

School districts are encouraged to offer incentives to schools for implementation of their local school wellness policy.

Some examples of incentives school districts can use include:

- School districts may choose to give special recognition to schools that excel in local school wellness policy implementation
- School districts and/or schools may choose to give monetary rewards or incentives
- A celebration, field day event, or special assembly

School districts may establish penalties for school non-compliance with their LSWP.

For example:

 School districts may choose to pass along any fines/penalties from the state agency to the schools that were in violation of Nevada's school wellness policy.

Section 10: Other Wellness Initiatives

Healthier US Schools Challenge (HUSSC)

The goal of HUSSC is to reward schools that are making healthier school environments through improved quality of school food, providing students with nutrition education and providing students with opportunities for physical education and activity.

Schools recognized by HUSSC can receive a monetary award of \$500-\$2000 if the school meets the criteria for nutrition and physical education goals.

For More Information:

http://www.fns.usda.gov/hussc/healthierus-school-challenge-criteria-application-criteria

Fuel Up to Play 60

This program is a nationwide funding program that grants schools up to \$4000 to improve healthy eating and physical activity opportunities in schools. The program is based on five steps that students can take to become healthy leaders in their school to encourage others to do the same. Students have the opportunity to meet NFL players, be interviewed by reporters and win prizes for themselves and their school!

For More Information:

http://school.fueluptoplay60.com/

Action for Healthy Kids

This program has a "Theory of Change" that includes:

School Action Plans + Programs and Practices + School-Family-Community Partnerships = Every Kid Healthy!

Action for Healthy Kids has a flagship wellness program called "GAME ON!" <u>and</u> opportunities for grants to promote school wellness.

For More Information:

http://www.actionforhelathykids.org/whate-we-do/programs

Alliance for a Healthier Generation

This group works with schools, companies, community organizations, healthcare professionals and families to transform the condition and systems that lead to healthier kids. The Alliance's vision is to transform environments to make a difference towards a healthier generation.

For More Information:

http://www.healthiergeneration.org/about us/

Presidential Youth Fitness Program

This is a national fitness assessment program, which can improve academic outcomes when implemented as part of a comprehensive physical activity program and a way to provide students with an opportunity for daily physical activity. Schools can apply to receive supplementation resources to administer the Presidential Youth Fitness Program. Grants include up to \$1400 per school year.

For More Information:

http://www.pyfp.org/funding

Appendix

Section 1: School Wellness Policy Informational Letter

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Dear [Parents, Students, School Food Staff, School Admin],

Nevada's School Wellness Policy was developed using input from representatives of the following community groups: industry, education, health, community-based organizations, advocacy groups, and government. Nevada's School Wellness Policy is based on USDA's Smart Snacks Nutrition Standards for All Foods Sold in Schools, Interim Final Rule and the Local School Wellness Policy Implementation, Proposed Rule as required by the Healthy, Hunger-Free Kids Act of 2010.

What to know about Nevada's School Wellness Policy:

- Why is the School Wellness Policy important? The intent of the policy is to instill healthy habits in students by promoting healthier snacks and encouraging physical activity during the school day.
- **Measurable Goals.** The Local School Wellness policies will address long-term and short-term goals focused on specific, measurable goals stating *who* will make *what* changes by *how much, where* and by *when*. This will provide direction for schools/districts for meeting health and wellness goals.
- **Smart Snacks Nutrition Standards.** These USDA science-based nutrition standards cover all foods and beverages sold or given away to students on the school campus during the school day. You may see some changes to items sold in vending machines, school stores and on-campus fundraising events.
- Marketing on campus: Only marketing consistent with Smart Snack Nutrition Standards is allowed on school property. All advertising which does not comply must be identified and eliminated (please refer to the Policy for more information on large and potentially expensive equipment replacement).
- **Get involved.** Contact your local school wellness coordinator to find out ways **you** can help your school develop, implement and review the local school wellness policy. The school wellness advisory group needs diverse ideas and expertise from community members like you!
- **Engage Students.** Invite student groups to join the School Wellness advisory group to share their opinion about ways to promote wellness and encourage healthy food choices.

Nevada's School Wellness Policy addresses many important areas of the school environment which impact student health and wellness including increased consumption of healthy foods, increased opportunities for physical activity throughout the school day, and support of a healthy lifestyle.

If questions regarding these changes arise, please contact Catrina Peters, School Nutrition Services Manager, at (775) 353-3751 or cpeters@agri.nv.gov.

Sincerely,

Donnell Barton

Food & Nutrition Division Administrator