

GUTHRIE PUBLIC SCHOOLS WELLNESS POLICY

A significant amount of research exists showing the important roles nutrition and physical health play in student learning. To increase the likelihood for students to achieve their full academic potential, the district is committed to promoting health and wellness in all its school sites. This policy outlines the district's goals and procedures to ensure:

- Students have access to healthy foods at school in accordance with federal and state nutrition standards
- Students receive quality nutrition education to help them develop lifelong healthy eating behaviors
- Students have opportunities to be physically active before, during, and after school
- Individual school sites promote nutrition, physical activity and other behaviors which encourage wellness
- The community is welcome in the district's wellness program
- The smooth operation of the district's wellness program

The board encourages staff to engage in healthy eating and appropriate physical activity since staff members serve as role models for district students. The District will assess how its policy compares with the latest national recommendations on school health, and will update the policy accordingly. The District will not accept donations of gifts, money, or materials from the tobacco industry.

Safe School Committees

This policy will govern the operation of the district's safe school committees.

1. Each site principal will annually establish a Safe School Committee of at least seven (7) members. Members may be employees, parents, students, volunteers, community members and/or local law enforcement officials. All members of each Safe School Committee shall serve until the following June 30 unless earlier removed from the Committee by the principal for any reason. The principal who appoints the Safe School Committee members shall advise the superintendent, in writing, of the names, addresses and phone numbers of the committee members. In case of a resignation, death or removal of any Committee member, the principal shall immediately appoint a successor Committee member so as to maintain the composition of the Committee as set forth above. Committee members are eligible to serve consecutive terms.
2. The Committee will assist the board in promoting a positive school environment through planning, implementing and evaluating effective prevention, readiness and response strategies.
3. Each Safe School Committee shall study and make recommendations, in writing, to the school principal regarding:
 - Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence and other issues that prohibit the maintenance of a safe school, and student bullying;
 - Professional development needs of faculty and staff to recognize and avoid bullying and implement methods to decrease student bullying;
 - Professional development needs of faculty and staff to recognize and report suspected human trafficking;
 - Methods to encourage the involvement of the community and students, the development of

individual relationships between students and school staff, use of problem-solving teams that include counselors and/or school psychologists, and ways to utilize behavioral health resources, including suicide prevention resources.

As part of the process, each Committee shall review the district's policies, traditional and accepted bullying prevention programs utilized by other states, state agencies or school districts, and the bullying resources provided on the Oklahoma State Department of Education's website.

4. Each Safe School Committee shall meet at least once each semester. Each Committee shall appoint a committee chairperson who shall maintain written minutes of each meeting. The Committee chairperson will be responsible for notifying all Committee members of meetings, preparing agendas for each meeting and posting the agendas in the principal's office for a reasonable period prior to the date and time of each meeting. The principal of each school site will retain all agendas, minutes and other documents related to the Safe School Committee.
5. Prior to the last day of school of each school year, each Safe School Committee shall make a written report to the school principal. The school principal shall transmit a copy of the report to the superintendent. The superintendent shall maintain the reports in the records of the district and shall transmit a copy of each Safe School Committee report to each district board member.
6. Committees may also, if they deem it appropriate, make recommendations to the board regarding the development of a rape / sexual assault program for implementation at the school site. The board will consider any such recommendations to determine whether implementation of the recommended or an alternative program is warranted.

District Wellness Committee Membership and Leadership

The district's wellness program will be coordinated by a District Wellness Officer, to be assigned by the Superintendent. Each building principal will annually designate one (1) individual at their school site to be a liaison to the district's wellness committee which will meet at least once each semester. The name of the site liaison for each building will be publicized on the district's website, in school newsletters and by other means as is determined to be appropriate. Individual sites will publicize the name and contact information for their site liaison in school newsletters, as a part of routine parent updates, and through other appropriate methods.

Although the district's wellness program is coordinated by the District Wellness Officer, the program will be based on the work of the site Healthy and Fit School Advisory Committees. Committees will meet once each semester during the school year for the purpose of reviewing existing wellness activities, brainstorming new activities, reviewing and assessing the district's wellness policies and procedures, and related actions in order to make recommendations to the district wellness committee. The district wellness committee will then consider the recommendations and findings of site committees for the purpose of implementing appropriate activities, programs, and policies at the district level.

Membership on the site Healthy and Fit School Advisory Committees will be open to interested parents, students, health care providers, social service workers and school representatives. The committees will include, minimally, the site liaison, a school administrator, and a PE teacher.

Each site Healthy and Fit School Advisory Committee will also focus on providing wellness resources and strategies to teachers. This will be accomplished by making recommendations to the site principal regarding health, wellness, integrating kinesthetic learning and the overall connection between wellness and learning.

Assessment, Planning and Reporting

The District Wellness Officer is responsible for conducting a district assessment using tools available through the Centers for Disease Control. Once the assessment is completed, the committee will develop and maintain a plan to implement and manage the district's wellness program. The district's plan will be specific for each site (although the site plans may be substantially similar) and delineate the roles, responsibilities, actions and timelines for wellness activities. It will also include specific goals and objectives for nutrition standards for all foods and beverages available on campus, outside food/beverage marketing, nutrition promotion and education, physical activity and education and other wellness activities. The plan will be regularly assessed, reviewed and updated in light of district needs, emerging research and to ensure compliance with the latest local, state and federal standards.

The District Wellness Officer will prepare a triennial progress assessment for the board. This assessment will include information such as the extent to which individual schools are in compliance with the policy, how the district's program compares with federal standards and a description of the overall progress in attaining the district's goals.

A copy of all assessments, plans and progress reports will be available through the District Wellness Officer. The District Wellness Officer will also maintain documentation demonstrating efforts to involve non-employees in the committee, minutes from the committee meetings, notes regarding wellness activities conducted, and information regarding how this information was made available to families and community members. The District will assess how its policy compares with the latest national recommendations on school health, and will update the policy accordingly.

Open Communication

The District Wellness Officer, with input and assistance from site liaisons, is expected to make an effort to involve all district families, staff, and interested community members in the district's wellness initiatives. This includes providing information to these parties regarding health and wellness, the district's policy and plan, activities, involvement opportunities, school meal standards and available child nutrition programs. This information will be communicated through a variety of methods, including publication in newsletters and on the website, at enrollment, back to school nights and similar activities. The District will ensure that all outreach and communication is culturally appropriate and translated as needed.

School Meals

The district participates in the following USDA child nutrition programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Summer Food Service Program (SFSP)

Participation in these programs is designed to ensure students receive plenty of fiber, fruits, vegetables, whole grains, and fat-free/low-fat milk to meet their nutrition needs. School meals are also calorically appropriate, moderate in sugar, sodium, low in saturated fat and have zero grams of trans fat.

Goals of the district's meal program include:

- Encourage students to start the day with a healthy breakfast
- Improving overall health
- Mitigating childhood obesity
- Modeling healthy eating in support of lifelong eating patterns
- Accommodating cultural food preference and special dietary needs (e.g. students will be encouraged to suggest local, cultural, and favorite ethnic foods) and religious preferences

- Are accessible to all students
- Are appealing and attractive to children
- Are served in clean and pleasant supervised settings
- Meet or exceed current nutrition requirements established by local, state, and federal statutes and regulations
- Promote healthy food and beverage choices by:
 - Displaying whole fruit options in attractive bowls or baskets
 - Making sliced or cut fruit available daily
 - Displaying daily fruit options in students' line of sight/reach
 - Creatively naming vegetable options
 - Bundling daily vegetable options into all grab and go meals
 - Training servers to politely prompt students to select and consume the daily vegetable options with their meal
 - Placing white milk in front of other beverages in all coolers
 - Highlighting alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) on signs within all service / dining areas
 - Creating a reimbursable meal in all service areas (e.g., salad bars, snack rooms, etc.)
 - Using student surveys and taste testing opportunities to inform menu development, dining space decor, and promotional ideas
 - Displaying student artwork in the service and/or dining areas
 - Marketing menu options through daily announcements

The district has taken the following steps in commitment to increasing student access to nutritious, appealing meals. At a minimum, the District Child Nutrition Program will serve reimbursable meals that meet the United States Department of Agriculture's (USDA) requirements and follow the Dietary Guidelines for American (DGA).

- Menus, with nutrition information, will be posted on the school website
- A certified nutrition professional will review/create menus
- Child nutrition professionals administer the district's program
- Special dietary needs will be accommodated
- Students will have at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch (from the time they are seated with their meal)
- Students are served lunch at a reasonable time of day
- Families will be informed about ability of breakfast for students
- District will distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session
- District will post information on the nutritional content and ingredients of school meals on the menus in the cafeteria, on the District website and/or websites of individual schools, and/or in school newsletters
- District will send applications for reimbursable meal programs to families at the beginning of the school year and make applications available on the District website

Staff Qualifications and Training

All school nutrition employees will meet or exceed USDA hiring and annual continuing education/training requirements.

- District will follow the USDA's Professional Standards for State and Local Nutrition Programs in selecting local school nutrition program directors
- District will require all personnel in the school nutrition programs to complete annual continuing education and training

- The Child Nutrition Staff will receive training in basic nutrition education, safe food preparation, and nutrition standards for healthy meals
- The Child Nutrition Staff will organize and participate in educational activities that support healthy eating behaviors and food safety

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day, without restriction and at no charge at every district facility (including cafeterias and eating areas, classrooms, hallways, playgrounds, and faculty lounges) throughout the entire school day including during mealtimes. Students may also bring and carry approved water bottles – filled only with water – throughout the day. Students may be provided drinking cups, glasses, or reusable water bottles in places where meals are served.

All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water).

Competitive Foods and Beverages

Foods and beverages sold during the school day apart from the school meal programs (competitive items) will, at a minimum, meet the USDA Smart Snacks in School standards. Other foods and beverages provided (not sold) on campus (e.g., for classroom parties, celebrations, and afterschool-programming) must meet the USDA's Smart Snacks standards. The District, however, may allow exemptions for up to four celebrations during the school year, during which the foods and beverages served are not required to meet the Smart Snack standards.

Competitive items at celebrations and parties are not required to meet USDA Smart Snacks in School standards, although the District Wellness Officer is responsible for annually disseminating healthy and non-food party ideas to teachers, who will provide this information to parents who are bringing classroom snacks.

No food or beverage and candy will be used as a reward or withheld as a punishment, unless specified in a qualified student's IEP.

The district will provide healthy food options for a variety of dietary needs at all meetings when food is provided.

Fundraising

Competitive items may be sold during the school day as a fundraiser as long as those items meet USDA Smart Snacks in School standards. Fundraising activities will not promote any particular food brands. Food and beverages offered at after-school concessions, or as a part of fundraisers held outside of school hours are encouraged to comply at least 10 percent with the USDA's Smart Snacks standards.

The District Wellness Officer will annually provide staff and PTA representatives a list of healthy fundraising ideas.

The district encourages schools to utilize fundraisers which promote at least 10 percent physical activity (e.g. walk-a-thons, jump rope for heart, fun runs).

Health and Nutrition Education

Good nutrition will be encouraged throughout the school day using evidence-based techniques, including creative marketing for nutritious food choices. This will create a food environment which encourages healthy eating and participation in school meal programs. Wellness committee employees and child nutrition workers will regularly consult federal and state resources for current tips and resources to implement these requirements.

The District will promote activities to involve students and parents in the School Lunch Program. Schools will offer and integrate into the core curriculum, nutrition education to all grades, providing students the knowledge and skills necessary for lifelong healthy eating behaviors, including: What it means to eat healthy, consume the proper nutrients, and maintain a wholesome and balanced diet and; How to read labels and understand the problems associated with unhealthy food marketing to children.

Schools will ensure that nutrition education complies with state learning objectives and standards. Schools will ensure that nutrition education provides opportunities for students to practice and apply the skills and knowledge taught in the classroom (e.g. by using the cafeteria as a learning lab, visiting local farms, etc.). Schools will ensure that nutrition education is made available for staff. Schools will ensure that nutrition education is promoted to families and the community.

All health education teachers will provide opportunities for students to practice or rehearse skills taught in their curricula.

Farm-to-School Programs and School Garden

The District will allow the following:

- Allow school gardens on District property
- The District will dedicate resources (e.g., tools, materials, volunteer hours, etc.) to build a school garden on District property and/or actively participate in community gardens by dedicating the same resources as would be required for gardens on District property
- The District will incorporate local and/or regional products into the school meal program
- Schools are encouraged to take field trips to local farms
- As a part of their education, students will learn about agriculture and nutrition

Nutrition and Healthy Food Promotion

The District will exhibit posters, signs, or other displays on the school campus that promote healthy nutrition choices. The District will provide age-appropriate activities such as contests, food demonstrations, and taste-testing, that promote healthy eating habits. The District will offer information to families (via communications with parents, educational workshops, screening services, and health-related exhibitions and fairs) and encourage them to teach their children about nutrition and healthy eating behaviors. The District will encourage school staff to display healthy eating habits and physical activity choices to students (e.g. by eating with students during meal times, consuming only healthy snacks, meals and beverages in front of students, sharing positive experiences with physical activity with students, etc.).

Physical Activity

The District will ensure that all students K-12 participate in a minimum of 60 minutes of physical activity each day, whether through physical education, exercise programs, after-school athletics, fitness breaks, recess, classroom activities, or wellness and nutrition education.

The district's physical activities include PE classes, recess, and afterschool activities. Physical activity, including recess, will not be withheld as a punishment. This does not include participation in extracurricular activities which are privilege based. The district will maintain safe and appropriate grounds and facilities to promote active students.

Physical Education Classes

All district students, except those excused due to medical necessity, will participate in age-appropriate, sequential PE classes as required by state and federal curriculum standards. All district elementary students will participate in

90-150 minutes of physical education per week throughout the school year.

During PE class, students must be moderately to vigorously active for at least half of the class time during most or all PE class sessions. A health unit will be taught in PE classes at each site. The curriculum for this unit will include nutrition, physical activity and general health information. All PE classes are taught by teachers who are certified to teach PE.

The District will require all schools to establish a comprehensive, standards-based PE curriculum for each grade. Schools will ensure that PE classes and equipment afford all students an equal opportunity to participate in PE. Middle and high school students (6-12) will participate in at least 225 minutes of PE per week throughout the entire school year. During PE, students will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games. Students will engage in moderate to vigorous physical activity for more than 50% of the PE class time. PE classes may have a teacher/student ratio comparable to core subject classroom size.

Teachers will receive training on how to integrate physical activity into the curriculum. Some portion of this training will be incorporated into annual professional development. Schools will allow teachers the opportunity to participate in or lead physical activities throughout the school day.

Physical activity will not be used or withheld as punishment. (This does not apply to participation on sports teams that have specific academic requirements). The District will provide a list of alternative ways for teachers and staff to discipline students. The District will strongly encourage teachers to use physical activity (e.g., extra recess) as a reward.

The District will ensure the availability of proper equipment and facilities that meet the safety standards and will conduct necessary inspections and repairs.

The District will encourage school staff, students, and their families to participate in physical activity outside of the school day.

The District will encourage children and their families to walk and bike to and from school. The District will work with local officials to designate safe and preferred routes to school. The District will promote National and International Walk and Bike to School Week/Day. The District will provide bike racks.

Recess (Elementary School Students)

All elementary sites will offer at least twenty (20) minutes of recess every school day (in addition to the physical education requirements), except when early dismissal or similar scheduling requirements make this impractical. Recess is separate from PE classes.

The District will develop indoor recess guidelines to ensure elementary school students can have adequate physical activity on days when recess must be held indoors. The District will encourage schools with elementary school students to hold recess before lunch, in order to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch. The District will require schools to provide all students short breaks (3-5 minutes) throughout the day to let them stretch, move around, and break up their time spent sitting. These physical activity breaks may take place during and/or between classroom time.

Physical Activity in the Classroom

To increase attention to learning and to promote wellness, all students will be provided with brief, periodic activity breaks for stretching when possible.

Staff Wellness

The District recognizes that employee health is essential to student health and to creating healthy school environments. The District will encourage foods and beverages that meet Smart Snacks standards at all staff meetings, trainings, special occasions (e.g. birthdays and retirement parties), and other workplace gatherings. In addition we will provide the following:

- Provide employees with access to refrigerator, microwave, and sink with a water faucet
- Partner with community organizations or agencies to offer staff accessible and free or low-cost healthy eating/weight management programs
- Promote walking meetings
- Encourage 10-minute physical activity breaks into every hour of sedentary meetings
- Provide access to on-campus athletic facilities, such as gyms, running tracks, basketball courts, and tennis courts
- Promote employee participation in physical activity by creating exercise clubs or groups and/or sponsoring employee sports teams
- Promote stairwell use, if applicable, throughout the workday by making stairs appealing and posting motivational signs
- Use posters, pamphlets, and other forms of communication to promote physical activity
- Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities
- Partner with community organizations or agencies to offer voluntary health screenings annually to staff, including free or low-cost health assessments
- Partner with community organizations or agencies to provide stress management programs annually to staff
- Provide access to a private space (other than a restroom) that has an electrical outlet, and provide flexible paid or unpaid break times to allow mothers to express breast milk and/or breastfeed
- Partner with community organizations or agencies to offer immunization clinics (e.g., flu, Tdap, etc.) to staff
- Provide or partner with community organizations or agencies to offer free or low-cost first aid and CPR training