



Howell Mountain Elementary School District
"This institution is an equal opportunity provider"
STUDENT WELLNESS ACTION PLAN
2021 - 2022

PREAMBLE

In June of 2006, the Howell Mountain Elementary School District adopted a Wellness Policy (BP 5030) that set in place a basic philosophy by which our school could begin to develop a Wellness Plan.

The goal of this plan is to promote organizational health and wellbeing, while raising awareness with our students, staff and families that living a healthy lifestyle is beneficial to the individual, and the group as a whole.

We believe that learning how to live a healthy lifestyle begins in the classroom and extends to the home and community through a partnership. Information is not enough to drive change. Putting the information we have at our disposal into practice both inside and outside of school is key to our success.

This plan has been written and vetted by the Howell Mountain School Wellness Committee using guidance from the Yale Rudd Center for Food Policy and Obesity's WellSAT survey guidelines. These guidelines are written to comply with state and federal policy, and should ensure this plan addresses all necessary issues to meet the standards required.

The final pages of this plan contain a detailed list of goals and a timeline that will guide the implementation of what we hope to achieve over the next few years.

EDUCATIONAL STANDARDS

The basis for a well-executed plan begins with the education delivered to our students, staff and parents. Because of the amount of time students and staff spend at school, as well as the number of meals and snacks that are routinely delivered, it should be obvious that there is a need to link solid nutrition education and the school food environment.

The Wellness Committee has determined that the following items will encompass the educational portion of the Wellness Plan.

Curriculum

Howell Mountain School currently uses a state adopted curriculum in the classroom that includes lessons regarding health and wellbeing. Although these lessons have been approved for use with our students, our desire is to surpass what we have been given and put a focus on improving and enhancing health rather than simply teach about it.

The Wellness Committee will appoint two members to work with the School Curriculum Committee in researching and developing a model curriculum in line with what the Centers for Disease Control has identified as being effective in their Coordinated School Health Program model.

Items to be addressed and considered when adopting a curriculum should include but not be limited to:

- Adopting skills that are behavior focused.
- Encourages staff to participate and become role models for healthy behaviors.
- Outlines a plan for community and parental outreach regarding our goals.

The adopted curriculum should serve all students in Kindergarten through Eighth grade and be adopted no later than summer of 2021 for implementation by the start of school in fall of 2021. Please see the plan goals for specifics.

The usefulness of the adopted curriculum will be reviewed by the Wellness Committee within the final quarter of each school year after the initial year of adoption in order to ensure it maintains a relevance to the philosophy of the school and compliance with applicable legislation.

Advertising and Marketing

Howell Mountain School is adopting a policy of refusing to market commercial food products to students and staff.

While many products are available that would prove to be in accordance with our Wellness Plan, we have come to the conclusion that it would be too cumbersome of a task to have a committee or sub-committee review these products for any sort of campaign. With the only remaining option being that of assigning the duty to a single staff member, we recognize that neither the money nor the resources exist to engage in such an undertaking.

In addition, we respect the ability of our school families and staff to take the information we have given them regarding what constitutes good health and make decisions that fit their needs and lifestyles.

NUTRITIONAL MEALS, SCHOOL MEALS AND AFTER SCHOOL PROGRAM SNACKS

The School provides a lunch program that conforms to both state and federal requirements for reimbursement under the National School Lunch Program. In the past, we offered a sanctioned breakfast program, but that was discontinued due to low participation and budget constraints. At this time, there are no plans to re-establish the breakfast program.

Lunches are served in the school multi-use room, which has adequate space for supporting all of our students at once in an environment conducive to student participation in a mid-day meal.

Peaceful Playgrounds

Traditionally, Howell Mountain School students would have a lunch period around 11:50am each day, followed by a recess period that extended until 12:30pm. The actual time that students would spend eating amounted to about fifteen minutes.

Students in the lower classes now have approximately twenty minutes to eat their food, and there has been a noticeable difference in the amount of food eaten, as well as the behavior in the lunchroom. This positive change has been noticed by staff, parents and even students.

While time limits are set for each group of students who are eating lunch, no student is made to rush through their meal, and everyone is given adequate time to finish what they are doing.

In accordance with recently passed federal legislation, water is made available to all students at every meal.

Lunch Participation

Over the years, Howell Mountain School has seen the participation in the Lunch Program swell and wane. While participation is always encouraged, we feel we can do more to bolster the number of students and adults currently taking part in the program.

Menus are currently produced by the school Food Service Director with little input from the students. While meals are designed to be attractive to students, many of the meals are coordinated to make use of federal commodities rather than appeal to the people purchasing the food.

We believe that there is inherent value in eliciting student participation in the creation of the food they eat, and as such, we are asking the student council to survey the students and work with the Food Service Director to develop ten meals that can be served monthly and will encourage increased participation. The Food Service Director will ensure that all meals are nutritionally and fiscally sound, and guide the council while allowing the students to maintain creative control based on the feedback of their peers.

Student created meals will be included in their entirety each month and will be adjusted by the council as need be. Flyers announcing the implementation of the final menu will be developed and posted throughout the school and sent home to parents. The administration will ensure that electronic announcements are sent out as well.

In addition to the above, the Food Service Director will set in place a system by which people can anonymously suggest people who may be eligible for subsidized meals. The Food Service Director will make every effort to contact and qualify these people if possible.

Finally, staff should be educated about the nutritional value of the meals and be encouraged to participate in the program. When students see adults joining in on the mid-day meals, they will be more likely to participate if they do not already.

Nutritional Standards – Lunches

The United States Department of Agriculture has issued a set of minimum standards for nutritional content. Howell Mountain School currently abides by these standards, but we know we can do more to promote the health of our students and our staff.

During the 2021 – 2022 School Year, the Wellness Committee will focus its efforts on establishing stricter nutritional standards for all meals served at the school, envisioning full implementation in the 2022- 2023 School Year.

All changes and adoptions should be research based (and include citations) and promote healthy living during the school day and beyond.

Nutritional Information – Lunches

All nutritional information will be made easily accessible and viewable in the multi-use room during the lunch hour, and will be historically available from the Food Service Director.

Information will include, but not be limited to, ingredients, total calories, saturated fat and sugar content.

After School Program Snacks

All snacks delivered to students in the After School Program will be in accordance with established guidelines for reimbursement. Snacks will be screened for trans-fat, sugar and sodium content, as well as other factors that may negate the value of the food to the student.

While it is acknowledged that the majority of the snacks served will be prepackaged, we encourage the use of fresh vegetables and fruit as time and budget allow.

A la Carte Meal Items

No a la carte items will be sold in conjunction with the school lunch program.

Milk

All milk provided during the school day or in the After School Program will be non-flavored and be labeled as either low-fat or non-fat.

ADDITIONAL FOODS AND BEVERAGES

Regulating food served outside the official food service program has become a concern, and must be addressed by this committee. While there will always be additional food served in classrooms and during

school functions, there is a need to ensure that it is done in accordance with the goals we have established for promoting health and wellness.

Classroom Parties

Possibly the most prevalent food brought into the school day from the outside are the cupcakes, cakes and treats parents provide for school parties. While celebration is an important aspect of school and growing-up in general, we need to be sure that adequate attention is given to the goals of the Wellness Committee, and in essence, the school.

Beginning in the 2021 – 2022 School Year, each classroom will coordinate a single monthly party to celebrate birthdays in their room. Treats served during this once-a-month event will be outside the auspices of the nutritional guidelines we have established for the school and children will be taught that there is value to indulging in moderation.

Although the once-a-month party is allowed, parents will be made aware that the school desires all items provided for this party be as healthy as possible, and we can provide them with ideas and alternatives to the standard indulgences. This is not done in order to discourage celebration, but rather to keep with the idea of creating a healthy environment for everyone involved, and encourage lifelong change in attitude and actions.

After School Program Treat

Due to the nature of the After School Program, it is sometimes desirable to provide a treat above and beyond the reimbursable snack for students. When this is the case, After School Program staff will review the choices made and explore the idea of healthy alternatives. On days when treats are provided, they shall be done in addition to the offering of the reimbursable snack. This ensures that students have a choice and do not go hungry if they choose not to indulge in the additional food items.

No food treats provided will contain any food element that has been prohibited for use in schools, such as palm oil. Food items that could be considered “junk food” should not be served in the program at any time.

The Wellness Committee acknowledges that there are different reasons for serving these food items during the month, such as minimum days, holidays, etc. but we ask that the program limit their use of these additional food items to twice per month. Any additional uses should require the approval of the school superintendent who can make the decision based on the need, items in question, and appropriateness given the direction this plan provides.

School Functions

The Wellness Plan does not stop when the final bell rings for the day. In fact, it extends to all activities of the school, including fundraisers and official functions.

It is not the intention of the committee at this time to abolish popcorn on movie night or punch at dances, but we do offer guidance.

The Wellness Committee will develop a fact sheet that can be distributed to anyone undertaking a fundraiser or putting together a school function. This fact sheet will define the different types of food one would find in an after school activity and list prohibitions (such as popcorn butter containing trans-fats) and suggest common sense alternatives and substitutions for common items (low sugar drinks rather than high sugar drinks). Other issues that will be addressed by the fact sheet will be limiting caloric intake, fat content, sugar content and sodium content. Whole foods will be encouraged wherever possible.

Soda should be avoided when possible.

Each group will consider the fact sheet and give it great weight when choosing the food it will sell or distribute at the events. If parents are providing food, the organizers of the event will offer guidance to the parents and provide the fact sheet where appropriate.

All beverages offered will be served in cups or glasses not to exceed 12oz in an attempt to control portion size.

School Store

Although the district does not currently operate a school store, we have chosen to set in place basic guidelines for sales in the event one is established.

All food sold at a school store will meet or exceed guidelines for food served as a reimbursable snack in the After School Program.

Any food that does not meet these standards must be approved in writing by the superintendent and reported to the members at the next meeting of the Wellness Committee.

Vending Machines

Vending machines are not allowed on campus at this time, and any proposal to change this policy should be reviewed by this committee before they are allowed at school.

Milk

All milk sold during the school day or at special events/fundraisers will be non-flavored and be labeled as either low-fat or non-fat.

PHYSICAL EDUCATION

The second part of any wellness plan after addressing nutrition is physical education. A healthy lifestyle is an active lifestyle. Because we believe this to be true, we must give equal weight to encouraging both proper nutrition and exercise as a lifelong pursuit.

Recess

Recess is the most basic form of physical education. During a normal school day, Howell Mountain School provides students with at least two recess periods; the first recess takes place in the mid-morning and the

second close to noon and associated with the campus lunchtime. An additional afternoon free-play recess may be given to grades K – 3 at the teacher’s discretion.

Physical Education – Regular School Day

Howell Mountain School provides its students with the opportunity for physical education in excess of the state imposed standards which are as follows:

- Grades 1 – 8: 200 minutes every ten days

Physical education will be taught during the day as dictated by the classroom teacher and on Fridays by a separate physical education instructor. Both the teachers and the instructor will be aware of the state standards for physical education for the grade ranges for which they are responsible, and will design activities around these standards.

All instructors of physical education during the regular school day shall be screened by the district administration for appropriate qualifications in the teaching of PE to students.

Physical Education – After School Program

The directive of the After School Program is to support the regular school day program. Given that task, it is inherent upon us to assure the goals of the wellness plan are addressed by the physical education and sports instructors that work after school.

All instructors of classes in the afterschool program that are identified as supporting physical educational ideals will be given a copy of this plan and assistance on how to adapt their lessons to mesh with the goals laid out here.

Physical Education Curriculum

At this time, the school endorses the state standards for physical education, but has not adopted a curriculum for PE. As this plan is written, there is no plan to officially adopt a physical education curriculum due to budgetary constraints, but we encourage the district’s curriculum committee to explore various options for a possible future adoption.

Student/Instructor Ratio for Physical Education Classes

During the regular school day program, no physical education class will exceed a ratio of 30-1.

For After School Programs, no physical education class will exceed a ratio of 20-1.

Facilities and Equipment

The district will maintain adequate facilities and equipment for proper instruction in physical education. Equipment will be inventoried once per year and replacement equipment will be purchased as necessary.

Staff that is responsible for the use of physical education equipment will be instructed in the proper care, use and safety of the equipment.

Facilities will be maintained in a safe condition, both inside and outside, with defects repaired as soon as practicable.

Physical Education Waivers

Absent obvious injury or malady, a doctor's note is required for any student asking to be excused from PE for more than two days. A note from a parent is required for days one and two.

Community Use of Facilities

All outdoor facilities on campus are available for use by the community on a first-come, first-served basis outside of the school's operating hours. This includes the hours of operation for the After School Program.

In addition to the outside facilities, the multi-use room is available for use when prior request is made by the district office in accordance with our facility use agreements.

TRAINING OF WELLNESS PERSONNEL

There are three main groups of wellness personnel employed by the district: classroom teachers, food service personnel, and physical education instructors.

The district will ensure that all personnel who are responsible for implementing this plan are trained in the areas for which they are responsible.

- Classroom teachers will be trained and maintain knowledge in the areas of the nutritional and physical education standards related to their grade level.
- All food service personnel will be trained and maintain knowledge in the areas of food nutrition, food safety and relevant legislation.
- Physical education instructors will be trained and maintain knowledge in the areas of physical education standards required for the grade levels they instruct.

In addition to singling out these three groups, all personnel in the district will receive a copy of this plan and are responsible for knowing the contents.

STUDENT PUNISHMENT/REWARDS IN OPPOSITION TO THIS POLICY

Howell Mountain School has traditionally employed a discipline plan that in some ways stands in opposition to this wellness plan. In our attempt to teach lifelong wellness to our students and our staff, we find certain behaviors have become engrained in the school culture and we are tasked to change this for the better.

With the implementation of this policy, we direct the following changes to the school discipline plan beginning in the 2021 – 2022 School Year:

- No student will be required to “sit out” or skip any portion of any recess for issues arising from academics or behavior in the classroom. We do not wish to create a negative connotation between poor behavior and wellness.
- No student will be required to “sit out” or skip any portion of physical education for issues arising from academics or behavior in the classroom. Again, we do not wish to create a negative connotation between poor behavior and wellness.
- Ensures that the only viable reason for restriction of action in physical education or recess is behavioral problems *during* PE or recess.
- Students will not be rewarded for good performance or behavior with candy or food of any type. Creating a link between doing something well and food is not conducive to a healthy lifestyle.
- No student or class will be punished by being forced to engage in a physical activity. Associating a negative behavior with physical education is counterproductive to this plan.

PLAN IMPLEMENTATION

This plan has been written with the intention of vetting and modification throughout the remainder of the 2021 – 2022 School Year, with adoption by the School Board by July 1, 2022.

Implementation will begin immediately and cover the next three school years, with a full review and rewrite of the plan occurring during the 2021 – 2022 School Year.

The plan may be extended for a one year period upon recommendation of the Wellness Committee and approval by the School Board. In extension should be requested no later than the January 2022 School Board meeting.

Plan Evaluation

This Wellness Plan will be assessed yearly by the Wellness Committee, with a report made to the School Board in their June meeting.

Evaluation criteria will be determined by the committee and that criteria will be communicated to the board in their annual report. Heavy emphasis will be paid to changes in applicable legislation and conventional, proven wellness philosophies.

Plan Changes

Using the yearly evaluation as a roadmap, the committee will revise the plan annually only if necessary or prudent, and submit all changes to the school board for approval as soon as complete. Changes to the plan

should be done only once a year and preferably at the June Board meeting immediately following the evaluation report.

WELLNESS COMMITTEE COMPOSITION

The Wellness Committee referred to in this plan will be headed by the Superintendent and the Food Service Director.

Committee members will include classroom teachers, support staff, students, parents and community members.

Serving on the committee is voluntary, but it is desirable that all members make at least a one year commitment. While there is no limit to the number of members the committee may have, in order to keep the process manageable, it is preferable to limit active members to ten or less.

Meeting Times and Places

The Wellness Committee will meet as needed, but at least once per trimester during the active school year. Meetings will be held after the regular school day has concluded in order to encourage as much participation as possible.

All *regular* meetings of the Wellness Committee (the meetings held once per trimester) will be held at the school. *Special* meetings can meet in different locations as needed to best serve the needs of the members and the Wellness Plan.

Meeting Materials

An agenda will be produced for each regular and special meeting, and delivered to the active committee members at least a week before the meeting when practicable. All supporting documentation should be delivered to the members along with the agenda in order to streamline the process of meeting.

Meeting Minutes

It is not required to keep minutes of the committee meetings, but a record should be made of all decisions made for historical purposes and their effect on the Wellness Plan. These notes should be kept in the office of the Superintendent for review by interested parties.

Quorum

A quorum is not necessary for the members to meet as long as all members have received prior notice of the meeting, with the exception that any plan submissions to the board are approved by a quorum of the committee.

YEAR ONE

March 2021 through June 2022

WELLNESS GOAL	BENCHMARK 1	BENCHMARK 2
<p>1. Wellness Committee</p> <p>Establish a sitting Wellness Committee and establish meeting times for the remainder of the year.</p>	<p>Members will be recruited and identified: February 2022</p>	
<p>2. Wellness Plan Creation</p> <p>The Wellness Committee will create a Wellness Plan covering the years 2012 – 2015 that addresses all areas required by law and conventional wisdom.</p>	<p>The draft plan will be written and vetted by committee member: February 2022 – April 2022.</p>	<p>The final plan will be submitted to the School Board for approval: June 2022</p>
<p>3. Menu Collaboration</p> <p>The Student Council will work with the Food Service Director to develop a student-centered menu for implementation in the 2021 – 2022 School Year</p>	<p>The Student Council will survey students to determine the wants and desires of the student body in the design of the school menu: March 2021 – April 2022</p>	<p>Student Council and the Food Service Director will create a menu that incorporates ten monthly meals of student/food service director design: April 2022 – June 2022</p>
<p>4. Nutrition Fact Sheet</p> <p>A Nutritional Fact Sheet will be designed for use in providing guidance to people engaging in fundraising and school functions when serving food and beverages so as to maintain compliance with the Wellness Plan.</p>	<p>The Food Service Director will design a single-sheet informational flyer that contains nutritional information and allowable substitutions for school and parent use: March 2021 – May 2022</p>	<p>The Wellness Committee will approve the Nutrition Fact Sheet and include it in the final plan submitted to the School Board for approval: May 2022 – June 2022</p>

YEAR TWO

July 2022 through June 2023

WELLNESS GOAL	BENCHMARK 1	BENCHMARK 2
<p>1. Curriculum Development</p> <p>Develop or adopt a curriculum model in line with the CDC Coordinated School Health Program.</p>	<p>Meet with the P/CC Curriculum Committee to research an vet appropriate curriculum models: by November 2021 and as needed</p>	<p>Present possible curriculum models to the Wellness Committee for decision on what to recommend to the School Board for approval: by May 2021</p>
<p>2. Implement New Discipline Plan</p> <p>The district will implement a new discipline plan that promotes health and wellness.</p>	<p>The student handbook and web site will be changed to reflect the changes listed in the wellness plan: Summer 2021</p>	<p>All students, parents and staff will be informed of the changes to the discipline plan and enforce the changes as appropriate: Fall 2021</p>
<p>3. Classroom Parties</p> <p>Classroom parties will be consolidated to a once-a-month occurrence and parents will be asked to provide healthier treats.</p>	<p>Notice will be sent to parents informing them of the change. Student handbook will be changed to reflect the changes: Summer 2021</p>	<p>Classroom parties will be changed to reflect the plan goals: Ongoing 2021 – 2022</p>
<p>4. Menu Implementation</p> <p>The student-inspired menu will be put into place for the 2021 – 2022 School Year</p>	<p>The Food Service Director will begin to develop monthly menus that include the student developed meals: Fall 2021 – Ongoing</p>	<p>Nutritional information will be posted on each meal and kept on file in the cafeteria: Fall 2021 – Ongoing</p>
<p>5. Nutritional Standards</p> <p>The Food Service Director will develop new nutritional standards for lunches.</p>	<p>The Food Service Director will research new, stricter nutritional standards for the lunch program: Fall 2021 – Spring 2022</p>	<p>The Food Service Director will report on the new standards to the Wellness Committee for presentation to the School Board in June: May 2021</p>
<p>6. Evaluation and Report</p>		

The Wellness Committee will evaluate the year's plan implementation and report to the School Board.	The Wellness Committee will meet and evaluate the implementation and effectiveness of the Wellness Plan: Winter 2021 – Spring 2022	The Wellness Committee will prepare and deliver a plan to the School Board regarding their evaluation of the implementation of the Wellness Plan: June 2022
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YEAR THREE		
July 2023 through June 2024		
WELLNESS GOAL	BENCHMARK 1	BENCHMARK 2
1. Curriculum Implementation Implement the curriculum model adopted as a result of Year Two, Goal #1.	Ensure curriculum is made available to teachers before the start of school: Fall 2021	Evaluate curriculum model and make necessary changes: Spring 2022
2. Nutritional Standards Implementation The school will implement the nutritional standards developed and adopted as a result of Year Two, Goal #5.	All menu items will be redesigned to meet the new standards established by the Wellness Committee and the School Board: Fall 2021 – Ongoing	Evaluation of new menu items by students and staff. Report by Food Service Director on findings: May 2022
3. Evaluation and Report The Wellness Committee will evaluate the year's plan implementation and report to the School Board.	The Wellness Committee will meet and evaluate the implementation and effectiveness of the Wellness Plan: Winter 2021 – Spring 2022	The Wellness Committee will prepare and deliver a plan to the School Board regarding their evaluation of the implementation of the Wellness Plan: June 2022

YEAR FOUR		
July 2024 through June 2025		
WELLNESS GOAL	BENCHMARK 1	BENCHMARK 2
1. Wellness Plan Evaluation		

<p>The Wellness Committee will review and revise/rewrite the Wellness Plan as needed.</p>	<p>A thorough review of the Wellness Plan will be conducted and revisions will be made as necessary with new goals established: Fall 2021 – Spring 2022</p>	<p>Request one year extension for existing plan: January 2022</p> <p style="text-align: center;"><i>or</i></p> <p>Present new plan to School Board for approval: June 2022</p>
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