

ADMINISTRATIVE REGULATION

Wellness, Physical Activity and Nutrition

Philosophy: The Board of School Trustees of The Lake Central School Corporation supports the health and well-being of the school corporation's students by promoting nutrition and physical activity at all grade levels.

Therefore, in accordance with the Child Nutrition and WIC Reauthorization Act and the Healthy, Hunger-Free Kids Act, it is the goal of the Board to:

Statement of Purpose: Provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. A Coordinated School Health Advisory Council will be formed and maintained to oversee these activities.

I. Coordinated School Healthy Advisory Council

The Lake Central School Corporation will engage students, parents/guardians, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing corporation-wide nutrition and physical activity policies. A Coordinated School Health Advisory Council will be formed and maintained at the corporation level to oversee the development, implementation and evaluation of the school corporation's wellness policy and specific activities as outlined in this Administration Regulation. A Wellness Committee will perform a bulk of the activities related to wellness, physical activity and nutrition. A student activity/intramural committee will perform the bulk of the planning and implementation of student specific activities.

A. In accordance with Indiana Code 20-26-9-18, and the Healthy, Hunger Free Kids Act of 2010 (HHFKA), the school corporation will form and maintain a corporation level Coordinated School Health Advisory Council that includes at least the following:

- Parents/Guardians
- Food Service Directors and Staff
- Students
- School Health Professionals/Registered Dietitians
- Physical Education Teachers
- Family and Consumer Science Teachers
- School Board Members
- School Administrators
- Any interested members of the general public
- Representatives of interested community organizations

Other potential members of the council include teachers, additional school nurses, teaching assistants, and community representatives such as recreation professionals, city planners, industry professionals, and voluntary service workers.

- B. The Wellness Committee shall meet frequently to review nutrition and physical activity policies and to develop goals and action plans for the coming year. The Council shall meet as needed during the school year to discuss implementation of activities, address barriers, challenges, successes and results.
- C. Representatives of the Advisory Council shall report each fall to the School Board on the implementation of the wellness policy and include any recommended changes or revisions.
- D. The School Board will adopt or revise nutrition and physical activity policies based on recommendations made by the Advisory Council.
- E. The School Wellness Policy and Administration Regulation related to Wellness, Physical Activity and Nutrition shall be made available to students and families by means of the online registration process and the corporation's website.

II. Nutrition Education

Nutrition topics shall be integrated within the comprehensive health education curriculum K-12 and taught according to the standards of the Indiana Department of Education resulting in students gaining knowledge and skills to make healthy lifestyle choices. Schools will link nutrition education activities and/or physical activities with existing coordinated school health programs or other comparable comprehensive school health frameworks.

- A. Nutrition education of healthy eating will be provided as part of a Comprehensive Health Education Program.
 1. Health education will be taught by a licensed educator, grades K-12.
 2. The school corporation will provide nutrition education training opportunities to teachers and staff for all grade levels.
 3. Nutrition education will include lessons that cover topics such as how to read and use food labels, choosing healthy options, media awareness, menu planning, and portion control; food choice guidance can come from Choose MyPlate.
 4. School staff will collaborate with community groups and organizations to provide opportunities for student projects related to nutrition (e.g. reading food labels, and maintaining a caloric balance between food intake and physical activity/exercise).
 5. Nutrition education resources will be provided to parents/guardians through handouts, website links, school newsletters, presentations and any other appropriate means available to reach parents/guardians.
 6. Nutrition educators will partner with staff of the school food service program to use the cafeteria as a learning lab. Healthy items, such as salads, vegetables and fruits, will be displayed prominently in cafeterias to make healthier choices more appealing.
 7. A nutrient analysis of all food and beverage items served is made available on the corporation web site, placed in nurses' offices and/or with the nutritional coordinator for monitoring students' consumption of nutrient intake and to ensure the offering healthy foods.
 8. Foods of minimal nutritional value, including brands and illustrations, shall not be advertised or marketed in educational materials.

III. Nutrition Promotion

Schools will link nutrition promotion activities with existing coordinated school health programs or other comparable comprehensive school health promotion frameworks.

The promotion will occur through:

- A. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student’s understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.
- B. Consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. (i.e. posters, bulletin boards and morning announcements . (See IX, Goal #2)
- C. Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- D. Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at <http://www.foodplanner.healthiergeneration.org>.
- E. Including enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations, lessons, taste-testing, farm visits.
- F. Other best practice promotion materials that are implemented are:
 - Team Nutrition – Nutrition Promotion Materials
 - Core Nutrition Messages (May 2014) USDA. FNS
 - Food and Beverage Marketing
 - Taste Testing and Evaluating Recipes
 - Smarter Lunchrooms
 - Family Fun, Food, and Fitness Event Planning Guide (August 2014 KSDE - Child Nutrition and Wellness)
- G. Marketing

The Lake Central School Corporation will allow marketing in school buildings and on school grounds during the school day for only those foods and beverages provided by the school that meet the federal nutrition standards. Marketing that promotes student health will be permitted in school buildings and on school grounds.

IV. Standards for USDA Child Nutrition Programs and School Meals

The Lake Central School Corporation will provide and promote the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods to support healthier choices and promote optimal learning.

A. School Meal Content

1. Meals served through the National School Lunch and Breakfast Programs will:
 - Be appealing and appetizing to children;
 - Meet, at minimum, the nutrition requirements established by the USDA for federally funded programs;
 - Contain 0 percent trans fats;
 - Offer a variety of fruits and vegetables;
 - 100% of the grains offered are whole grain-rich
2. All cooked foods will be baked or steamed. Proper procurement procedures and preparation methods will be used to decrease excess fat, calorie and sodium levels in food.
3. Schools are encouraged to purchase or obtain fresh fruits and vegetables from local farmers when practical.

4. Students will have the opportunity to provide input on local, cultural and ethnic favorites.
5. The food services department shall provide periodic food promotions that will allow for taste testing of new healthier foods being introduced on the menu.
6. Special dietary needs of students will be considered when planning meals, according to the document *Accommodating Children with Special Dietary Needs in the School Nutrition Programs*.
7. The food service department will share and publicize information about the nutritional content of meals with students and parents/guardians. The information will be available in a variety of forms that can include handouts, the school website, articles, school newsletters, presentations that focus on nutrition and healthy lifestyles, and through any other appropriate means available to reach families.
8. Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
 - Sliced or cut fruit is available daily.
 - Daily fruit options are displayed in a location in the line of sight and reach of students.
 - All available vegetable options have been given creative or descriptive names.
 - Daily vegetable options are bundled into all grab-and-go meals available to students.
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - White milk is placed in front of other beverages in all coolers.
 - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
 - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
 - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
 - Student artwork is displayed in the service and/or dining areas.
 - Daily announcements are used to promote and market menu options.
 - Menus will be posted on the District website or individual school websites, and will include nutrient content and ingredients.
 - Menus will be created/reviewed by a Registered Dietitian or other certified nutrition professional.
 - School meals are administered by a team of child nutrition professionals.
 - The District child nutrition program will accommodate students with special dietary needs.
 - Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated (meets Healthy Schools Program Gold-level criteria).
 - Students are served lunch at a reasonable and appropriate time of day.
 - Lunch will follow the recess period to better support learning and healthy eating.
 - Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.
 - The District will implement at least four of the following five Farm to School activities.
 - Local and/or regional products are incorporated into the school meal program;
 - Messages about agriculture and nutrition are reinforced throughout the learning environment;
 - School hosts field trips to local farms; and

- School utilizes promotions or special events, such as tastings, that highlight the local/ regional products.]

B. School Meal Participation

1. To the extent possible, schools will provide the USDA School Breakfast Program to all students.
2. To the extent possible, schools will utilize methods to serve school breakfasts that encourage participation, including serving breakfast and arranging transportation schedules to allow for earlier arrival times.

C. Mealtimes and Scheduling

1. Adequate time will be provided to students to eat lunch (at least 20 minutes after being served) and breakfast (at least 10 minutes after being served).
2. School meals will be served in clean pleasant settings.
3. Students will have convenient access to hand-washing and sanitizing stations.
4. Water: Potable (drinking) water must be readily available at all mealtimes.
5. Appropriate supervision will be provided in the cafeteria and rules for safe behavior shall be consistently enforced.

D. Professional Development

1. Professional development and training will be provided at least annually to food service managers and staff on proper food handling techniques and healthy cooking practices.
2. All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standard.

V. Nutrition Standards for Competitive and Other Foods and Beverages

- The Lake Central School Corporation will provide and allow foods and beverages that support proper nutrition and promote healthy choices for students on school campuses during the school day. A school day is from midnight the night before until 30 minutes after school is over. Additionally, Lake Central School Corporation will meet USDA Nutrition Standards during the school day with such events as school ala carte, vending machines, concession stands, and fundraisers.
Lake Central School Corporation will allow classroom celebrations, birthdays, and extended school day events with an emphasis and reinforces the development of healthy eating habits. The guide to Smart Snacks in School, www.foodplanner.healthiergeneration.org will be made available to staff and parents.

A. During the school day approved Nutrition Standards, based on the nutrition standards of the Institute of Medicine (2007) and the standards of the USDA Smart Snacks.

1. K-12 a la carte, school vending machines and other foods outside of school meals shall be limited to:

- No more than 30 percent of total calories from fat,
 - Less than 10 percent of total calories from saturated fats,
 - 0 percent trans fats,
 - No more than 35 percent of calories from total sugars,
 - No more than 200 milligrams of sodium per portion as packaged,
 - No more than 200 calories per package, and
 - 100 percent of the grains offered are whole grain-rich.
2. K-12 a la carte, school vending machines and other beverages outside of school meals shall be limited to:
 - Water without flavoring, additives, or carbonation,
 - Low-fat and nonfat milk (in 8-to 12-ounce portions),
 - 100% fruit juice in 4-ounce portions as packaged for elementary/middle school and 8 ounces (2 portions) for high school, and
 - All beverages other than water, white milk or juice shall be no larger than 12 ounces.
- B. Availability of Vending Machines, Competing Food and Beverage and Free Drinking Water
1. A vending machine at an elementary school that dispenses food or beverage items may not be accessible to students.
 2. Vending machines in middle and high schools:
 - Will not be available during the school day.
 - Will contain items that meet at least 50% of the approved nutrition standards.
 3. Vending machines for school staff will not be accessible to students.
 4. During the Breakfast and Lunch Programs only the cafeteria will provide food and beverages.
 5. Students and staff will have free, potable (drinking) water for consumption available in water fountains throughout the school building.
- C. Concession Stands
1. The concession items sold at after school-sponsored events to participants, fans and visitors shall include at least 50 percent healthy beverages and foods, according to the approved nutrition standards.
- D. Classroom Celebrations
1. Schools shall inform parents/guardians of the classroom celebration guidelines and supply a list of allergies to avoid when applicable.
 2. Classroom celebrations will be permitted during Halloween, Christmas and Valentine's Day and student birthdays. A fourth celebration, Ethnic Day, at elementary will be permitted as long as it is related to a lesson or citizenship activity at the school. This celebration may differ for each grade level and for each school. All other celebrations will focus on activities (e.g., giving free time, extra recess, music and reading time) rather than on food.
 3. Classroom celebrations should make a positive contribution to children's diets and health with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. All food and beverages items will need to be store bought and left in original sealed packing.
- E. Food as a Reward or Punishment

1. Teachers and staff will discourage using food as a reward. For example, the use of sugar-sweetened beverages or candy as a classroom reward at any school is not appropriate.
2. School staff will not withhold food or drink at mealtimes as punishment.

F. Fundraisers

1. Fundraising activities will support healthy eating and wellness. Schools will promote the sale of non-food items for school-sponsored fundraising. For a food or beverage item to be sold as a fundraiser during the school day, it must meet the approved nutritional standards. Fundraisers need not meet the approved nutritional standards if the food or beverage is being consumed 30 minutes or more after the school day or away from school grounds.

VI. Physical Activity and Physical Education

Lake Central supports the health and well-being of students by promoting physical activity through physical education, recess and other physical activity breaks; before-and after-school activities; and walking and bicycling to school. Additionally, Lake Central supports physical activity among elementary students by providing them with at least 30 of the recommended 60 minutes of physical activity per day.

A. Physical Education K-12

1. Physical Education will enable students to acquire the knowledge and skills necessary to maintain physical fitness, participate in physical activities and make healthy life style choices.
2. All students grades K-4 will receive 45 minutes per week of physical education. All students 5-8 will receive physical education 125 minutes per week. All students in grades 9-12 will participate in physical education in order to meet the Physical Education Standards and graduation requirements. The high school counselors will encourage students to take elective physical education classes.
3. The physical education program will provide adequate space and equipment to ensure quality physical education classes for students.
4. Physical education will be taught by a certified physical education instructor.
(Goal: See IX Goal #3)
5. All staff involved in physical education will be provided opportunities for professional development focusing on physical activity, fitness, health, and wellness.
6. Lake Central School Corporation does not permit students to substitute other school or community activities for physical education class time or credit in place of the required physical education course.

B. Physical Activity K-12

1. Lake Central School Corporation will continue to develop the culture of physical activity.
2. Lake Central School Corporation sponsors intramural activities for students grades 9-12.
3. Lake Central School Corporation provides facilities to community organizations that offer intramural activities for students in grades 1-12.
4. Lake Central School Corporation offers a wide variety of athletic camps during the summer for students in grades 1-12.

C. Daily Recess and Physical Activity Breaks

1. Each elementary school shall provide daily physical activity via scheduled recess in accordance with Indiana Code 20-30-5-7.5.
2. All teachers will be encouraged to use physical activity breaks when possible.

- D. Physical Activity and Remedial Activities/Punishment
 - 1. School staff will not use physical activity (e.g. running laps, pushups) or withhold opportunities for physical activity (e.g. recess, physical education) as punishment.
- E. Walking and Bicycling to School
 - 1. Where appropriate and safe; schools will allow walking and bicycling to school.
 - 2. The school corporation will explore the availability of both local and federal funds (e.g. Safe Routes to School funds administered by the Indiana Department of Transportation) to support local government in improving safe routes to school.

VII. Staff Wellness

Lake Central School supports the health and well-being of our staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities.

- A. Nutrition and Physical Activity
 - 1. The school corporation will promote programs to increase knowledge of physical activity and healthy eating for faculty and staff.
 - 2. The school corporation's benefits department will work with local fitness centers to offer reduced membership fees.
 - 3. Lake Central School Corporation has scheduled a walking program which will allow staff and community members to use the high school facility outside of school hours from November 1 through April 30.
 - 4. Staff will be encouraged to participate in community walking, bicycling or running events which will be promoted through the Wellness Committee invitations and emails.
 - 5. At least 50 percent of the food options available at staff meetings will meet the approved nutrition standards. During meetings lasting longer than one hour, staff will have the opportunity to stretch and be physically active.
 - 6. Schools will promote breastfeeding by making reasonable efforts to provide a private location for employees to express breast milk, in accordance with Indiana Code 22-2-14-1.
 - 7. The school corporation engages in various competitive and non-competitive activities that recognizes and awards staff for participating and accomplishing physical activity goals.

VIII. Other School Based Activities

The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components. All efforts are complementary, not duplicative, and work towards the same goals and objectives: promoting student well-being, optimal development and strong educational outcomes.

- A. The school corporation supports the development of farm to school programs with these objectives:
 - Encourage students to eat nutritious foods
 - Encourage student learning about origins of foods and how food is grown
 - Encourage students to visit local farms
- B. School supports culinary professionals coming to the schools educate on nutritional food preparation for the school community.

IX. 2017-2018 Goals

Goal # 1 – All Lake Central School Corporation schools will educate students and staff regarding the nutritional value of commonly consumed foods and beverages. These nutritional facts will be gathered from USDA sites and delivered weekly via our regular student and staff announcements.

Goal # 2 – All Lake Central School Corporation cafeterias will promote the nutritional value of fruits and vegetable versus less healthy snack throughout each school year. This information will be displayed in all cafeterias and changed monthly.

Goal # 3 – The Lake Central School Corporation schools in an effort to determine all activities to support healthy living will collect specific data from principals and physical education teachers. The Lake Central School Corporation will collect specific data from all physical education teachers in order to create a uniform academic delivery of classroom lessons on healthy living. These lessons will be delivered in all grade level appropriate physical education classes.

Goal # 4 - The Lake Central School Corporation School will collect specific data from principals in order to create a uniform academic delivery of classroom lessons on agriculture. Additionally, principals will compile a list of all club and extracurricular activities related to our ecology. The best of these lessons and activities will be considered for implementation on a greater scale.

X. Evaluation

Lake Central School Corporation is committed to enforcing the guidelines included in this document. Through implementation of the Wellness, Physical Activity and Nutrition regulations, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors. This commitment will be evaluated by:

- A. The Advisory Council will assess the implementation of these guidelines every three years. The assessment will determine:
 1. Compliance with the State wellness policy
 2. How the administrative regulations compares with the model policy, “Alliance for Healthier Generation Model Wellness Policy – Updated 9/20/16 to Reflect the USDA Final Rule”
 3. Progress made in attaining the goals
- B. The evaluation tool to be used in this assessment is DOE Wellness Policy Checklist.
- C. An annual progress about each schools’ wellness related activities will be evaluated and shared with the entire school community through the following channel:
 1. Corporation Website under the “Wellness Tab”
- D. The District Advisory Council will revise these guidelines as needed.
- E. Chairman of the Advisory Council, Dr. Lawrence Veracco, Superintendent, Lake Central School Corporation, is the person responsible for managing the triennial assessment.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals

who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.