



**NEW  
SCHOOL**  
SAN FRANCISCO

### **Wellness Policy**

This Board Policy applies to Schools In Action (“SIA”) Schools and its School Food Authority (“SFA”) members.

Comprehensive student wellness is a core value of SIA SFA and it recognizes that social, emotional, and physical health are fundamental for each student to achieve his, her or their maximum potential. SIA SFA has a longstanding commitment to creating school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical fitness. The Board shall adopt specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing such goals, the Board shall review and consider evidence-based strategies and techniques. (42 USC 1758b; 7 CFR 210.31) The approach to implementing the various elements of this wellness policy will be respectful of all communities and sensitive to risks associated with trying to control what people eat.

### **Nutrition Services**

1. To maximize SIA SFA's ability to provide nutritious meals and snacks, all SIA schools shall participate in available federal school nutrition programs, including the National School Lunch Program, the School Breakfast Program, the Child and Adult Care Food Program, and the summer meals program.
2. SIA SFA shall offer school meal programs that aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.
3. SIA SFA will ensure that all students who participate in school meal programs have access to the same high quality food and nutrition guidelines across all schools.
4. Hunger is such an extreme impediment to academic achievement that no student shall be denied a school meal because of an inability to pay.
5. Students will be allowed to eat or finish their breakfast in class at the beginning of the school day, and all eligible SIA Schools shall partner with SIA SFA to implement federal breakfast expansion models, for example, Breakfast in the Classroom, Grab n' Go, Second Chance Breakfast.
6. In partnership with Buildings & Grounds and Facilities, SIA SFA will ensure that all school sites are in compliance with food safety codes and are capable of storing and serving fresh food that is locally prepared.
7. All school nutrition program staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.

### **Nutrition Guidelines For all Foods and Beverages**

SIA SFA's nutrition guidelines shall meet or exceed the standards outlined in applicable federal, state, and local policies. For all foods and beverages available on each campus during the school day. SIA SFA shall adopt nutrition guidelines which meet or exceed the requirements of 42 USC 1758, 1766, 1773, and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity.

1. SIA SFA's nutrition guidelines shall be included in its current meals contract.
2. SIA SFA's nutrition guidelines shall be publicly available.
3. SIA SFA's nutrition guidelines shall keep current with nutritional science and will be updated as new information becomes available.
4. SIA SFA's nutrition guidelines shall apply to all foods and beverages sold or served to students, staff and families on every PreK-12 campus and administrative building, including but not limited to: snacks; celebrations; school meals; a la carte service in the cafeteria; vending machines; donated food; school stores; snack bars/concession stands; fundraisers on school grounds; classroom-based activities; staff and parent meetings; and after school programs.
5. SIA SFA's nutrition guidelines shall apply to all foods and beverages sold or served to students, staff and families, regardless of funding source.
6. SIA SFA's nutrition guidelines shall not impact culinary education programs' curriculum in schools. However, to the extent that such programs are selling or serving food to students on campus during the school day the food must comply with SIA SFA's nutrition guidelines.
7. To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day. Students shall be provided access to free, potable water during meal times in the food service area in accordance with Education Code 38086 and 42 USC 1758. In addition, students will be allowed to bring and carry water bottles filled with only water with them throughout the day.
8. Sweetened Beverages (i.e., any beverage that contains added caloric sweeteners, including sodas, energy drinks, sweetened iced teas, sports drinks, flavored water, sweetened juices, juice nectars, and fruit punches) will not be sold or served to students, staff or families at any time on any SIA SFA property.
9. All vending machines on SIA SFA's property, including schools and central offices, shall adhere to SIA SFA's nutrition guidelines. Adult vending machines may contain unsweetened coffee or tea beverages.

## **Nutrition Promotion**

1. SIA Schools will promote healthy food and beverage choices for all students throughout the school campus. Participation in federal child nutrition programs will be promoted among students and families to help ensure that families know what meal programs are available at their school.
2. SIA SFA will embrace tools and strategies to create environments and food service venues that encourage students to make healthy nutrition choices; improve student participation in school meals; encourage the consumption of more whole grains, fruits, vegetables, and legumes; and decrease plate waste.
3. SIA SFA will post the following information on the web: a description of the Federal Child Nutrition programs in which SIA SFA participates as well as any unique school meal activities that are provided; a description of SIA SFA's nutrition guidelines for school meals and all other foods available to students during the school day; the current menus; guidelines regarding food allergies; administrative regulations regarding competitive foods and beverages; and policies regarding the availability and locations of free drinking water throughout the school day, including during the meal service.
4. SIA SFA will involve the School Food Advisory in the selection of new food choices in the school meals programs.
5. Staff will not use food or beverages as a reward for students' academic performance, accomplishments, or classroom behavior. SIA SFA will provide teachers and other relevant school staff with a playbook of alternative ways to encourage and reward children.

## **Nutrition Education**

1. Nutrition education shall be provided as part of the comprehensive integrated health education program for all K-12 students, as delineated in the Board's Comprehensive Health Education Policy (P6302). Nutrition education programs shall be culturally relevant and trauma-informed based on the most current research and focus on foods which meet SIA SFA Nutrition Guidelines.
2. Nutrition education curricula (K-12) will align with California Health Education Standards; Pre-K curricula will align with the California Preschool Learning Foundations; Transitional Kindergarten curricula will align with the California Preschool Learning Foundations and the California Health Education standards for kindergarten.
3. Nutrition education will be integrated in other academic subjects in the regular educational program, before and after school programs, summer learning programs, career education programs, and school garden programs.
4. Professional development shall be regularly offered to health education and physical education teachers, coaches, activity supervisors, food services staff, and other staff as appropriate to enhance their health knowledge and skills.

## **Food and Beverage Marketing**

To reinforce SIA SFA's nutrition education program, marketing and advertising of non-compliant foods and beverages is prohibited on the exterior of vending machines, through posters, menu boards, coolers, trashcans, food service equipment, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free giveaways, or any other means.

## **Competitive Foods and Beverages**

1. Schools shall not invite or contract with any entity and/or individual who wishes to sell, donate, or provide any kind of food or drinks to students, even those meeting SIA SFA's nutrition guidelines, if it is in direct competition with SIA SFA's federally funded school meal programs.
2. Any entity and/or individual interested in donating, serving, or selling food and/or beverages to students during the school day must be pre-approved in writing by SIA SFA and must keep their own records as proof of compliance.
3. Class parties or celebrations must adhere to SIA SFA's nutrition guidelines and may only be held after the lunch period. For PreK, classroom parties or celebrations may only be held after lunch and afternoon snack.
4. Student-Run Fundraising on school campuses during the school day that involves food and/or beverages shall:
  - a. not occur at Early Education Schools;
  - b. not occur at the same time as federally funded school meal programs;
  - c. meet SIA SFA's nutrition guidelines;
  - d. only be permitted by an organization consisting solely of pupils at the school; and
  - e. comply with the California Code of Regulations, including those outlined below.
5. Student-Run Fundraising at all elementary, middle and high schools (PreK-12, not including Early Education Schools)
  - a. The sale must occur after the lunch period has ended.
  - b. The food and/or beverages sold cannot be prepared on campus.
  - c. The food and/or beverages sold cannot be the same item/s offered though the federally funded meal program at that school during the same school day.
6. Additional conditions for Student-Run Fundraising at PreK-5, and PreK-8 Schools

- a. No more than one food or beverage item is permitted per sale.
  - b. Each school is allowed a maximum of four sales per year.
- 7. Additional conditions for Student-Run Fundraising at Middle Schools and High Schools
  - a. No more than three categories of foods or beverages may be sold each day (e.g. sandwich, fruit, milk, etc.)
  - b. Only one student organization is allowed to sell each school day.
  - c. In addition to one student organization sale each school day, any and all student organizations may sell on the same four designated school days per school year. School administration may set these four dates.
- 8. On-campus adult-run fundraisers involving food or beverages may only occur after the end of the school day through midnight or on weekends or holidays. Food and beverages must comply with SIA SFA's Nutrition Guidelines, with the following exceptions:
  - a. Ten times per year, parents/caregivers and staff at Early Education, PreK-5, and PreK-8 schools may sell food that does not meet the Nutrition Guidelines, with approval of the site administrator. Beverages must meet the Nutrition Guidelines at all times.
  - b. Though it is highly recommended that food meet the Nutrition Guidelines, middle and high school parents/caregivers and staff may sell any food, any number of times with approval of the site administrator. Beverages must meet the Nutrition Guidelines at all times.
- 9. It is recommended that all off-campus fundraising be with either non-food items, or items that meet SIA SFA's nutrition guidelines. Principals will decide whether to allow off-campus sales of foods and/or beverages that do not meet the nutrition guidelines, and if so, set and monitor a maximum frequency.

## **Physical Education**

- 1. Physical education plays an integral role in the education of each student. Therefore, SIA SFA shall provide access to a content rich and inclusive curriculum, high quality instruction, focused assessment of student learning, and supportive learning environments for each student.
- 2. SIA SFA's physical education programs shall be based on the most current research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.
- 3. SIA SFA shall comply with state law, and Board Policy. Resources and staffing will be provided to ensure compliance.
- 4. Professional development shall be regularly offered to physical education teachers, and other staff as appropriate to enhance their health knowledge and skills.

## **Physical Activity**

- 1. All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and will also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.
- 2. Students will be provided adequate time for recess at elementary levels and will be encouraged to engage in physical and kinesthetic activities throughout the day.
- 3. Schools shall prioritize the use of school fields and black tops for students' physical activities.

4. SIA Schools staff shall use restorative approaches to support positive student behaviors and will not withhold recess or other physical activity or physical education as a form of punishment.
5. Extended day programs, out of school time (which includes before and after school programs), and after school programs on SIA School facilities, will offer an array of physical activity opportunities that are inclusive and ensure all students are able to participate.
6. The Board may enter into a joint use agreement or memorandum of understanding to make SIA School facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to provide as many opportunities as possible for children to get at least 60 minutes of moderate to vigorous physical activity during the course of a day.
7. SIA School staff shall work with relevant City departments and local agencies (e.g., the San Francisco Safe Routes to School Partnership) to assess walking and biking conditions at each school and leverage opportunities to make it easier for students to walk or bike to school.
8. SIA Schools shall participate in and actively promote physical activity programming from the county, city, state, and CBO District wide events.

### **Staff Wellness**

1. SIA SFA cares about the well-being of staff members and understands the influence that staff actions have on student health behaviors.
2. SIA SFA shall give all staff the opportunity to promote healthy school environments. All SIA School staff are encouraged to be positive role models for healthy behaviors on school property and at school-sponsored meetings and events where students are present, including only eating/drinking items that comply with SIA SFA's nutrition guidelines.
3. SIA SFA will promote work-site wellness programs and will provide opportunities for regular physical activity and healthy eating among employees. For example, SIA School staff is encouraged to promote and encourage whole-school events, including but not limited to, healthy eating, physical activity, and mindfulness programming from the county, city, state, and CBO District wide events (i.e. Health Service System (HSS)).
4. SIA SFA will promote initiatives designed to encourage a culture that improves the health, safety, and well-being of employees and family members.

### **Program Implementation and Evaluation**

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of SIA SFA activities related to student wellness. Such indicators may include, but are not limited to:

- Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
- Extent to which foods and beverages sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutrition standards
- Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards
- A description of SIA SFA efforts to provide additional opportunities for physical activity outside of the physical education program

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of SIA

School data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates. In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of SIA SFA's wellness policy conducted by the California Department of Education (CDE) every three years. The assessment results of both SIA SFA and state evaluations shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus District resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

### **School Wellness Council**

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of SIA SFA's student wellness policy. (42 USC 1758b; 7 CFR 210.31)

To fulfill this requirement, the Superintendent or designee may appoint a school wellness council or other SIA SFA committee and a wellness council coordinator. The council may include representatives of the groups listed above, as well as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

The wellness council shall advise SIA SFA on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

### **Notifications**

The Superintendent or designee shall inform the public about the content and implementation of SIA SFA's wellness policy and shall make the policy, and any updates to the policy, available to the public on an annual basis. They shall also inform the public of SIA SFA's progress towards meeting the goals of the wellness policy.

The Superintendent or designee shall distribute this information through the most effective methods of communication which may include, but is not limited to: SIA SFA or SIA School newsletters, handouts, parent/guardian meetings, SIA SFA and SIA School websites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and wellness and academic performance.

### **Records**

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.31, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public. (7 CFR 210.31)

## **Nondiscrimination**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 202509410 or call (202) 7205964 (voice and TDD). The USDA and the Nutrition Services Division (NSD) are equal opportunity providers and employers.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, 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.

## **Civil Right Complaints**

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), 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:

Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

## **Program Complaints Procedure**

- A program complaint is defined as a written or verbal statement alleging a violation of a federal or state law or regulation. Program complaints may include an allegation of unlawful discrimination.
- In the case of a verbal complaint, the person receiving the information from the complainant(s) is responsible for obtaining all pertinent information and developing the written complaint.
- Any individual may file a complaint. Anonymous complaints are also acceptable as long as there is sufficient information to proceed with an investigation.

All program complaints should be filed with the Complaint Coordinator of SIA SFA:

**Crystal Chavez**

**SIA Complaint Coordinator**

**5261 ½ E Beverly Blvd, Los Angeles, CA 90022**

**Phone: (323) 597-4341**

**Email: [Crystal.Chavez@schoolsinaction.com](mailto:Crystal.Chavez@schoolsinaction.com)**

- SIA will ensure that all complaints are protected from retaliation and that the identity of the complainant alleging discrimination remains confidential, as appropriate.

- SIA will attempt to resolve all complaints through mediation prior to conducting an investigation.
- SIA will complete the investigation of a complaint within 60 days. During this time SIA SFA will provide the opportunity for the complainant to present information relevant to the complaint. Additionally, the investigation may include an opportunity for the parties of the dispute to meet to discuss the complaint.
- Any decision made by SIA will be in writing and sent to the complainant within 60 days. The decision will contain the findings and disposition of the complaint, corrective actions if any, the rationale for such disposition and a notice of the complainant's right to appeal.
- The Complaint Coordinator will keep a Complaint Log containing all pertinent complaint information.