



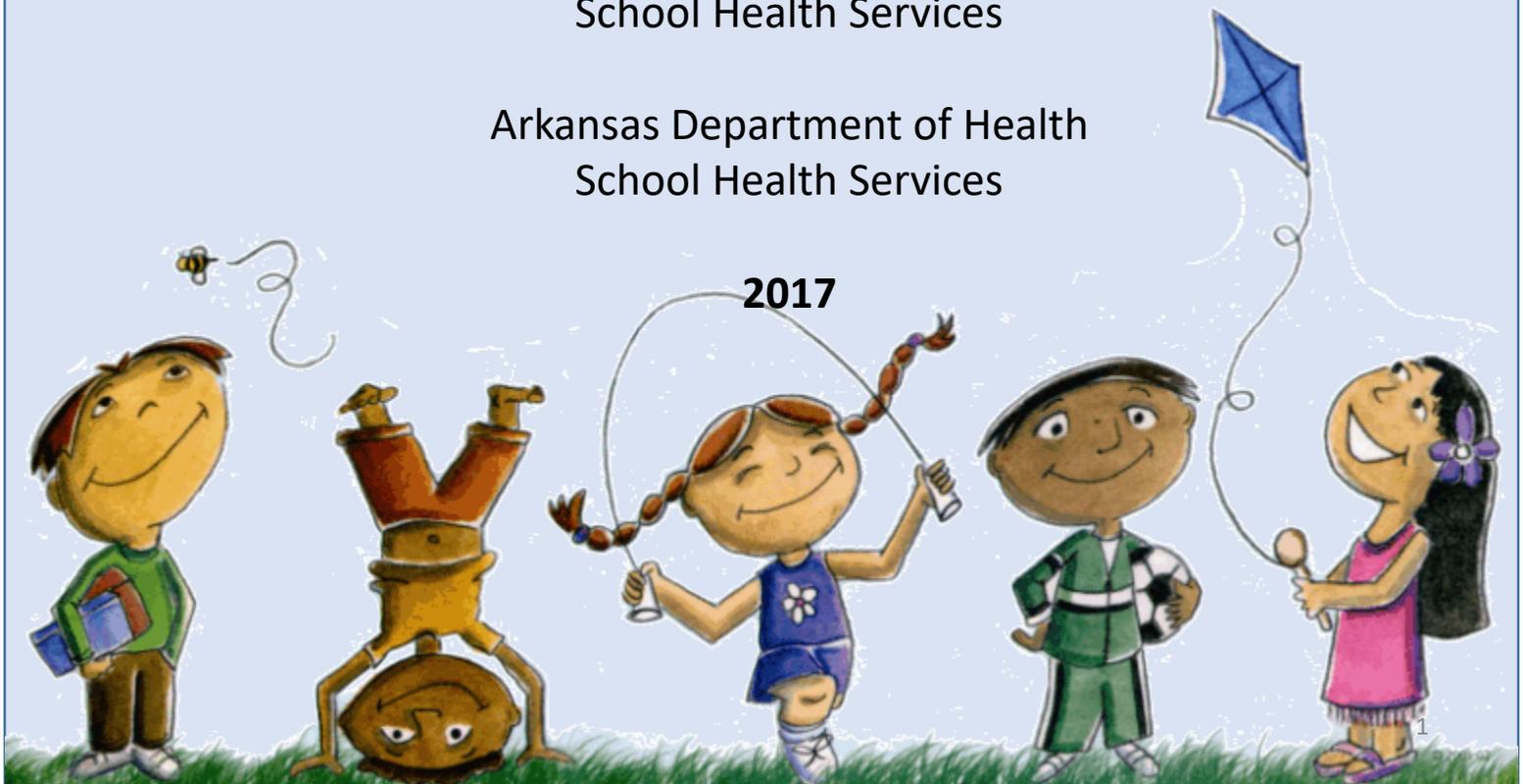
# Wellness is Worth It!

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## How to Successfully Implement Wellness Requirements in Arkansas Schools

Arkansas Department of Education  
Child Nutrition Unit  
School Health Services

Arkansas Department of Health  
School Health Services



## **USDA Nondiscrimination Statement**

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

This institution is an equal opportunity provider.

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Intended for instructional purposes only.

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This workbook is intended to be a guide for wellness committees and others as they partner to implement the Federal and State regulations regarding wellness in Arkansas schools and districts. This workbook is not all inclusive, and individual schools may have circumstances that are addressed on a case-by-case basis. This workbook should be used in combination with Arkansas Department of Education (ADE) Commissioner's Memos; United States Department of Agriculture Food and Nutrition Services Memos; the Arkansas Rules Governing Nutrition, Physical Activity, and BMI; State and Federal Regulations; the ADE Child Nutrition Unit and School Health Services Unit Webpages; and guidance from Arkansas Health Department Community Health Nurse Specialists and Community Health Promotion Specialists.

# Regular Meetings

The majority of a school wellness committee's work is completed during meetings. Therefore, it is essential that meetings are effective. To ensure that meetings are well organized and goal-directed, the following factors should be given consideration.

**Regular Meeting Schedule** – Meetings should be planned and conducted at least quarterly. Establishing an annual calendar of dates, times, and locations for regular meetings can be very helpful for members. Some school wellness committees meet in the schools to help members become more familiar with the school environment. Limit the duration of meetings to no more than 2 hours to optimize productivity. At least 2/3 of the wellness committee must be present to conduct business.

**Agenda** – Members should receive a tentative agenda with a request for suggested agenda topics approximately one to two weeks before a meeting. Suggestions for additional agenda items should be submitted one week in advance of the meeting to be incorporated into the agenda. Members should easily understand the agenda, and action items should be designated separately from information items and discussion only items. Minutes of the previous meeting should accompany the draft agenda. Meeting agendas should allow time for new items to be introduced.

**Minutes** – Minutes should be kept by an assigned committee member and provided to members within three weeks.

**Communication** – In order to communicate regarding activities and for notification surrounding inclement weather and other emergencies, information could be placed on the district's web page. A wellness committee could also establish a phone tree or email distribution list for information sharing with members.

**Punctuality** – Meetings should start and end on time. Waiting for others before starting a meeting or allowing discussion to drift past the allotted time will enable the continuation of these behaviors.



**Debbie McAdams, MSM, MT(ASCP)**  
**El Dorado School-based Health Center Coordinator**

“Being a part of changing the culture for kids to understand wellness and take ownership in their health and well being is truly my mission field. Be a Champion and make a difference.”

## Regular Meetings and Sample Agenda

**Environment and Atmosphere** – Meetings should be held in a physically comfortable room with seating that allows members to easily see and hear each other. U-shaped or semi-circular seating arrangements work well. All members should be involved in discussion and positively acknowledged for their contributions. Periodically, discussion should be summarized for the group. The member designated to take minutes should keep a written record of discussion topics, major ideas, and decisions. Follow basic Parliamentary Procedures in handling committee business. Robert’s Rules of Order may be used to govern the conduct of meetings. More information can be found at: <http://www.robertsrules.org>

**Follow-up** – Members should have clearly defined roles and responsibilities. All tasks requiring follow-up or completion should be assigned to a committee member before moving on to a new topic. Time should be allocated at the end of the meeting to determine the tentative agenda for the next meeting.

**Documentation** – Wellness committee meetings must be documented with sign-in sheets, agendas, and minutes of each meeting. Wellness committees should review menus for the National School Lunch Program and other food sold in the school cafeteria on a quarterly basis. The Wellness Committee should provide written recommendations to the Child Nutrition Director concerning the menus and other foods sold in the school cafeteria.

" Monthly Wellness Committee meetings are a must for a Coordinated School Health School with a School-Based Health Center. We hear from our providers each month on what is going right and what is not, our outside partners meet with us also to coordinate our monthly prevention lessons for our students, updating our Local Wellness Policy has been a major accomplishment for our Wellness Committee, and much-needed changes to our Physical Activity and Nutrition portions of our Wellness Policy have been changed due to the commitment of our Wellness Committee. We now have P.A. every day for all K-6th-grade students, no longer use P.A. for punishment, and are working together as a staff to follow the smart snack requirements throughout our entire School District."

*Donna Robinson, Magazine Wellness Coordinator*



### **Sample Meeting Agenda Task List**

**Meeting Date:**

**Attendees:**

**Example Item for Follow-up:** Complete Wellness Fair interest survey

Steps to Achievement	Decisions/Still to Do	Who	When
Example: Review the previous survey	Revise as needed	Sally	October 1
	Share with wellness committee for approval	Sally	October 10
Check with principals about conducting survey	Determine best date	Joe	October 10

## *Sample Agenda*

### AGENDA

Wellness Committee Meeting

October 20, 2017

1:00 pm

Principal's Conference Room

ABC High School

ABC School District

Call to Order 1:00 pm

Old Business

- Review of SY 2017-18 9 Special Event Days at each school in the ABC School District – Chair
- Update on the Fresh Fruit and Vegetable Program implementation – Child Nutrition Director
- Review of Joint Use Agreement with city – Principal

New Business

- Review of Child Nutrition Menus – Child Nutrition Director
- BMI data report – School Nurses

Discussion

- PE training opportunities for teachers – PE Teacher

Guest Speaker: Student Council President

Adjourn 3:00 pm



## *Sample Minutes of the Meeting*

Wellness Committee Meeting

Date

Location

School Name

District Name

Called to Order at X:XX pm by \_\_\_\_\_, Chair

Members Present: *(list first and last names)*

Members Absent: *(list first and last names)*

A quorum was/was not met. *(when a quorum is not met, voting may not take place)*

Old Business: *(be sure to document motions made, by whom, seconded by whom, and if the motion passes or fails)*

- Topic 1
- Topic 2
- Topic 3

New Business: *(be sure to document motions made, by whom, seconded by whom, and if the motion passes or fails)*

- Topic 1
- Topic 2

Discussion:

- Topic 1

Next meeting is scheduled for:

Meeting adjourned at X:XX

# Committee Membership

The Local Wellness Committee will have representative membership that correlates with the current grade configuration of the school district and that involves the general public and the school community.

**Wellness Leadership:** Districts must designate one or more district and/or school official(s) who have the authority and responsibility to ensure each school complies with the wellness policy and wellness committee requirements.

The district will document **outreach** to stakeholders and partners to make them aware of their ability to participate on the Wellness Committee (examples include sending out a district-wide email or posting flyers in various locations to notify potential stakeholders about the opportunity).

USDA provides a free Local School Wellness Policy Outreach Toolkit to assist with efforts to notify others of their ability to participate. The toolkit includes sample letters, presentations, social media posts, etc. that can be accessed at:

<https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit>

State Required Members	Federal Required Members
School Board Member	School Board Member
Administrator	Administrator
Food Service	Food Service
Teacher Organization	Teachers of Physical Activity
Parents	Parents
Students	Students
Professional groups, i.e. nurses	School Health Professionals
Community Members	Public



## *Sample Invitation Letter*

Dear ***(Title, Name)***:

Childhood obesity is one of the most serious health epidemics facing America today. According to the U.S. Centers for Disease Control and Prevention, about one third of children and teens in the United States are overweight or obese. Childhood obesity often leads to a number of conditions in children that were not previously seen until adulthood, including type II diabetes, high blood pressure, sleep apnea, and elevated cholesterol levels.

Schools can be influential places to make behavioral and environmental changes for students. To make our school environment healthier for our students and staff, we have formed a School Wellness Committee. The committee's charge is to help raise awareness of the importance of nutrition and physical activity; to assist in the development of local policies and to help schools meet state standards in nutrition and physical activity.

As a ***(designate the recipient's role or background)***, your input is particularly important, and we would be honored to have you as a School Wellness Committee member. The committee represents a cross-section of the community to achieve broad representation.

The committee meets regularly throughout the school year. Our next meeting is scheduled for ***(date)*** at ***(time)***. We will be meeting at ***(meeting location)***.

We look forward to working with you on important issues that affect our schools and ultimately, the success of our students!

Sincerely,

***(Wellness Committee Chairperson, Principal, Superintendent)***

# Menu Reviews

The United States Department of Agriculture, Food and Nutrition Service (USDA, FNS) develops meal patterns for each of the school meals programs. The meal patterns are based on the Dietary Guidelines for Americans and must be met in order for the school to receive reimbursement for the meals served.

Each Arkansas School District is required to provide to the Wellness Committee information on the requirements and standards of the National School Lunch Program. Act 2285 of 2005, Section 1 6-20-709.

**Sample topics: Meal Pattern Requirements; à la Carte and Second Tray Requirements; Whole Grain Rich Requirements; Fruit and Vegetable Requirements; Milk Requirements; Reducing Plate Waste; Marketing and Increasing Participation; Federal and State Reimbursement Amounts; Labor and Food Costs; Sodium Restrictions; Menu Analysis; Meal Modifications; Food Crediting; Offer vs Serve; Special Provisions.**

Visit the Arkansas Department of Education Child Nutrition Website for more information about these topics and others: <http://www.arkansased.gov/divisions/child-nutrition-unit>

The USDA FNS website includes information about each of the federally funded school meals programs administered through the Arkansas Department of Education: National School Lunch Program, National School Breakfast Program, Seamless Summer Option, Afterschool Snacks, and Fresh Fruit and Vegetable Program (FFVP): <https://www.fns.usda.gov/school-meals/child-nutrition-programs>

Wellness Committees are tasked with reviewing, at least quarterly, the menus for the National School Lunch Program and other food sold in the school cafeteria. Act 2285 of 2005, Section 1 6-20-709.

Wellness Committees will provide written recommendations to the Child Nutrition Director concerning menus and other foods sold in the school cafeteria. *ADE Rules Governing Nutrition, Physical Activity and BMI, May 2016.*

## Sample language for written recommendations:

- The \_\_\_\_ School District Wellness Committee has reviewed the menus for the following Child Nutrition Programs (list them here) and recommends the following...
- The \_\_\_\_ School District Wellness Committee has reviewed the menus for the following Child Nutrition Programs (list them here) and has no recommendations at this time.
- Include the date and signature of the Wellness Committee Chair and the Child Nutrition Director



**Q:** My Child Nutrition Programs use cycle menus for each semester of the school year. The cycle menus rarely change. Does the Wellness Committee still have to review them quarterly?

**A:** Yes. While the menus may not change, there may be state or federal policy changes that affect those menus. Changes in participation, results of taste tests, and other topics related to planning menus may need to be discussed. See the sample discussion topics.

## Sample Menu Review Discussion Topics for Wellness Committees

- Identifying lower sugar options for breakfast.
- Identifying practical options for Breakfast in the Classroom.
- à la carte vs reimbursable meals...what are the pros and cons?
- Would our students benefit from summer meals?
- Are there enrichment programs afterschool that could use a healthy snack?
- Is our school eligible for FFVP?
- What types of fruits and vegetables are being served in the FFVP?
- Has our school seen a decrease in BMI since starting the FFVP?
- Do we need more nutrition education to increase meal participation and/or decrease plate waste?
- How have the sodium targets been achieved in our district/school?
- Do we participate in Farm to School?
- Are we using a more fresh, frozen, or canned produce? And which is most practical for our district/school?
- Are students, school staff, and parents knowledgeable about Offer vs Serve?
- Do we have student groups who want to sell foods and beverages at meal times, and what are our policies for those types of entrepreneurial projects? How do these projects impact school meals participation and Child Nutrition budgets? How have these groups partnered with Child Nutrition?
- Do à la carte foods meet the Smart Snacks requirements and do we feel that they promote a healthy environment for our students?
- Do à la carte beverages meet the Smart Snacks requirements and do we feel that they promote a healthy environment for our students?



### Resources

USDA Food Buying Guide

<https://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs>

Smart Snacks Calculator

<https://foodplanner.healthiergeneration.org/calculator/>

Arkansas Nutrition Standards

[http://www.arkansased.gov/public/userfiles/rules/Current/2016/Nutrition\\_and\\_Physical\\_Activity\\_Standards\\_Rules\\_Final.pdf](http://www.arkansased.gov/public/userfiles/rules/Current/2016/Nutrition_and_Physical_Activity_Standards_Rules_Final.pdf)

ADE Child Nutrition Unit Commissioner's Memos

<http://www.arkansased.gov/divisions/child-nutrition-unit/cn-related-commissioners-memos>

# School Health Index

The School Health Index (SHI) was developed by the [Centers for Disease Control and Prevention](#) as a self-assessment and planning tool that schools can use to improve their health and safety policies and programs. Use of this tool will enable schools to:

- Identify strengths and weaknesses of school policies and programs for promoting health and safety;
- Develop a plan for improving student health;
- Involve school staff, parents, students, and the community in improving health policies and programs; and,
- Set goals in the Arkansas Consolidated Improvement Plan (ACSIP) under the Wellness Priority.

There is a growing recognition of the correlation between student health and academic performance. Using the SHI can help your school develop health and wellness goals for school.

There are two versions of the School Health Index, one for elementary schools and another for middle/high schools. The SHI is intended to be used at the school level, so you should choose the version most appropriate for the grades served in your school.

Act 1220 of 2003 requires schools to annually assess each school campus using the School Health Index.

Schools are required to complete the health topic discussion questions for Physical Activity, Nutrition, and Tobacco Use Prevention from the following modules:

[Module 1: School Health and Safety Policies and Environment](#)

[Module 2: Health Education](#)

[Module 3: Physical Education and Other Physical Activity Programs](#)

[Module 4: Nutrition Services; and](#)

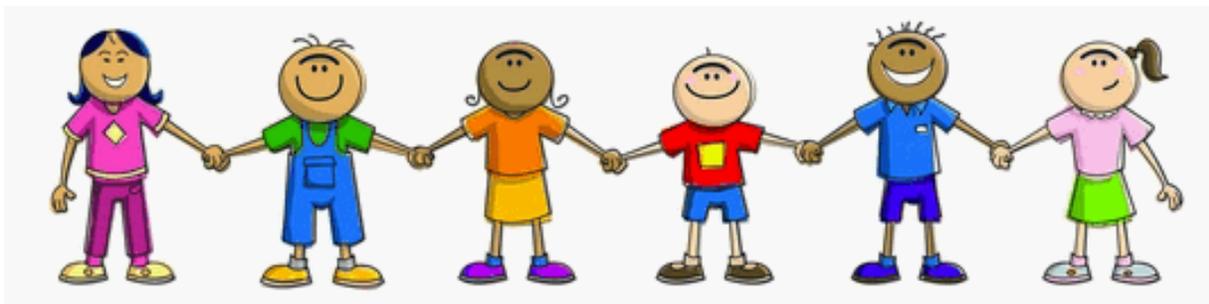
[Module 10: Family Engagement](#)

[Module 11: Community Involvement](#)

There is no single way to complete the SHI. You will need to find an approach that meets your school's needs. The most important thing to remember is that the SHI is meant to be completed by school health teams, not an individual. This gives teachers, administrators, parents, students, and community members a means of contributing to the process of improving school wellness policies and programs.

The SHI can be completed online or in hard copy form. Both methods are effective. [To get started](#), find out if your school has a SHI reference number. If yes, you can access your previous SHI results through the CDC website. If your school is accessing the SHI for the first time online, you will be asked to register a new team.

If you need assistance in completing the SHI, please contact the [Arkansas Department of Education, School Health Services Unit](#) at (501) 683-3604.



# School Improvement

"When a child is physically, mentally, emotionally, or socially unwell they are not able to attend to the higher order brain functions involved in learning. To help all children be successful, Coordinated School Health addresses the needs of the whole child so that they will have the aptitude to be good learners and productive members of the community. We should all be invested in the well being of children to insure brighter futures for everyone."

**Mary Miller, Coordinated School Health Coordinator**  
**Springdale School District**

The Wellness Committee will develop goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in ACSIP. [Principals](#) are responsible for submitting ACSIP plans, and districts coordinate school plans through the [ACSIP Coordinator](#). Be sure to connect with them for shared goals and support.

ACSIP plans are entered and submitted through [Indistar](#). Your school will have a log-in and password to access the ACSIP plan in Indistar. The [Wellness Priority](#) in ACSIP is divided into two sections:

- The [district – level](#) requirement is to identify members of the district wellness committee.
- The [school-level](#) requirement includes the needs assessment (SHI and body mass index), as well as goal setting in the areas of physical activity and nutrition, and the option to address additional data/goals/objectives.

## Tips for Completing the Wellness Priority in ACSIP:

- Complete all sections
- Insert SHI Reference Number or upload documents
- Analyze BMI data at the Arkansas Center for Health Improvement webpage, and then draw conclusions (trend data, identify at-risk grade levels or sub-populations, etc.)
- Provide comprehensive responses that relate to the school for which the report is being completed. Do not include high school goals in the elementary report.
- Provide specific activities and details of how the school will meet each requirement of the goal.



# Wellness Policy

Cabot School District's School Health Coordinator worked with the Wellness Committee to draft and propose an expanded tobacco prevention policy to the School Board. USDA and Arkansas rules do not require a tobacco prevention policy, but the district and school board observed a need and approved and implemented an expanded policy that addresses the overall school environment and promotes healthy students.

Each school that participates in the National School Lunch Program or other federal Child Nutrition Program is required by **federal law** to establish a **local wellness policy** for all schools under its jurisdiction.

Local school wellness policies are an important **tool** for parents, local educational agencies (LEAs) and school districts in promoting student wellness, preventing and reducing childhood obesity, and providing assurance that school meal nutrition guidelines meet the minimum federal school meal standards and the Arkansas nutrition standards.

Congress recognizes that schools play a critical role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity.

In 2004, Congress passed the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Reauthorization Act (Sec. 204 of [Public Law 108-265](#)). This act required by law that all districts participating in the National School Lunch Program or other child nutrition programs create local school wellness policies by School Year 2006. The legislation places the responsibility of developing a district wellness policy at the local level so the individual needs of each district can be addressed.

In 2010, Congress passed the [Healthy, Hunger-Free Kids Act of 2010](#) (Sec. 204 of [Public Law 111-296](#)), and added new provisions for local school wellness policies related to implementation, evaluation, and publicly reporting on progress of local school wellness policies.

On July 21, 2016, the United States Department of Agriculture Final Rule on Local Wellness Policy Implementation was published in the Federal Register. The final rule strengthens the requirements on public involvement, transparency, implementation, and evaluation among other topics.

**Districts must fully comply with the requirements of the final rule by June 30, 2017.**



**Q:** *My committee is supportive of the wellness policy requirements, and we want to go beyond what is required. Are we allowed to develop local policies that address the specific needs of our schools?*

**A:** Absolutely! Both USDA and ADE encourage schools to consider their local needs when making wellness policies. Schools are required to meet the minimum standards, but they may vote to add expanded policies and procedures. See the example above.

## Overview of Wellness Policy Requirements

As of School Year 2006-2007, all districts were required to establish a local school wellness policy. The USDA Final Rule requires districts to develop and adopt a revised local school wellness policy during School Year 2016-2017. Districts must fully comply with the requirements of the final rule by June 30, 2017. This includes, but is not limited to:

Permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the local wellness policy.

Identifying wellness policy leadership of one or more district and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy.

Informing and updating the public (including parents, students, and others in the community) about the content and implementation of the local wellness policy.

Ensuring the wellness policy includes all of the required components:

- **Specific goals** for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. Districts are required to review and consider evidence-based strategies in determining these goals.
- **Nutrition guidelines** for all foods and beverages available or for sale on the school campus during the school day that are consistent with Federal regulations for:
  - School meal nutrition standards,
  - Smart Snacks in School nutrition standards; and
  - Arkansas Nutrition Standards
- Policies for **other foods and beverages** available on the school campus during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- Policies for **food and beverage marketing** that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Description of **public involvement, public updates, policy leadership, and evaluation plan**.

The content of wellness policies will be reviewed during Child Nutrition Administrative Reviews conducted in the district every three years, and superintendents and Child Nutrition directors will **attest to the compliance** of the district's wellness policy in the Child Nutrition Agreement.

### Resources

School Health Index

[https://nccd.cdc.gov/DASH\\_SHI/Default/Login.aspx](https://nccd.cdc.gov/DASH_SHI/Default/Login.aspx)

Arkansas Body Mass Index Data

<http://www.achi.net/Pages/SchoolPersonnel/BMIProgram.aspx>

Arkansas Consolidated School Improvement Plans (ACSIP)

<http://acsip.state.ar.us/>

Visit the websites of these state agencies for more information and tools on wellness policies:

Arkansas Child Nutrition Unit  
Arkansas Coordinated School Health  
Arkansas Health Department

# Wellness Policy Triennial Assessment

As part of the Wellness Policy’s evaluation plan, the USDA Final Rule requires districts to conduct a **Triennial Assessment** of the Wellness Policy every three years, at a minimum, to determine:

- compliance with the wellness policy
- how the wellness policy compares to model wellness policies,
- and progress made in attaining the goals of the wellness policy.

Arkansas has incorporated many pieces of the Triennial Assessment since the passing of Act 1220 in 2003 and the approval of the Arkansas Rules Governing Nutrition, Physical Activity and BMI. Therefore, some pieces of the Triennial Assessment will be required to be completed on an annual basis to meet the stricter Arkansas regulations.

The best practice will be for districts to complete each of the three components of the Triennial Assessment on an annual basis.

## Step 1 of the Triennial Assessment: Wellness Committee Checklist Part 1

The Triennial Assessment requires districts to assess their compliance with the Wellness Policy. In order to meet this mandate, districts are required to complete the Wellness Committee Checklist to assess implementation and compliance on an annual basis. Completing the form has been a best practice in Arkansas for many years; however, the Wellness Committee Checklist is now a required form.

## Step 2 of the Triennial Assessment: Wellness Committee Checklist Part 2

Secondly, the Triennial Assessment requires districts to compare their wellness policy to model wellness policies. Many sample policies are available through non-profit and professional organizations. These sample policies can help with language selection when schools are developing or expanding their own policies. However, in order to document compliance with this area of the Triennial Assessment, districts are required to complete the Wellness Committee Checklist “Included in Policy?” Section (last column to the right on the form) and update the Wellness Policy as needed. The checklist includes federal requirements (in gray) and state requirements that will be the outline to all Arkansas Wellness Policies.

## Step 3 of the Triennial Assessment: ACSIP / SHI / BMI

Finally, the Triennial Assessment requires districts to document progress made in attaining the goals of the Wellness Policy. Arkansas schools will continue to meet these requirements by completing the Health and Wellness Priority in the Arkansas Consolidated School Improvement Plans (ACSIP) in Indistar and including BMI Data and required modules of the School Health Index in the plans annually. The Arkansas Department of Education School Health Services will continue to review and make suggestions on the Wellness Priorities of ACSIP for all schools and districts, with input from the Child Nutrition Unit and the Arkansas Health Department.

## Public Updates:

Districts are required to make the Triennial Assessment, including progress toward meeting the goals of the policy, available to the public.

Find a copy of the Wellness Committee Checklist on the Child Nutrition Unit Webpage under “Wellness.”

# State Nutrition Standards

School parties are a time to celebrate, but many schools across the state are focusing on the celebration and not on the food. Halloween parties that include spider rings, pencils, and stickers are a hit. Valentine's Day parties are spent making fruit kabobs, and Christmas parties involve making holiday cards and playing holiday games from around the world. Some schools have added food-free celebrations to their wellness policies.

**The Wellness Committee will ensure that each school campus meets the standards outlined in the ADE Rules Governing Nutrition, Physical Activity, and BMI, including the Federal Smart Snacks regulations.**

- The Wellness Leadership, that consists of one or more district and/or school official(s), has the authority and responsibility to ensure each school complies with these and other standards.
- Districts and schools are tasked with determining the appropriate number of Wellness Leadership staff to adequately and effectively monitor all schools. For example, one district level staff to train and monitor 17 schools may not be effective.
- Several tools have been created to assist schools in understanding and complying with the Arkansas Nutrition Standards and Federal Smart Snacks Requirements:
  - USDA Smart Snacks Summary
  - Smart Snacks and Arkansas Nutrition Standards Cheat Sheet
  - Smart Snacks and Arkansas Nutrition Standards Q and A
  - All are located under the Wellness tab on the Arkansas Department of Education Child Nutrition Website
- The ADE Rules Governing Nutrition, Physical Activity and BMI are also located in the appendix
- Federal Smart Snacks regulations and tools may be found at:  
<https://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>

**Each school's "Nine Special Event Days" must be recorded in the eSchool Calendar**

- The code for this event is 9DY
- See Commissioner's Memo CNU-16-044.

**Q:** *My school does not serve food and beverages on nine different party days. Will eSchool allow us to enter only four or five "Nine Special Event Days?"*

**A:** Yes. Arkansas rules allow for up to nine special event days. For those days to be official, they must be recorded in the school calendar in eSchool. Using fewer than nine days is allowable.



## Providing, Selling, and Nine Special Event Days

### Procedures for Providing Smart Snacks

- Snacks are not reimbursable through any Child Nutrition Program. Snacks must be funded by non-federal funds.
- Snacks may be provided to any school during any part of the school day.
- Each student may not receive more than one snack per day.
- Provided snacks must meet Smart Snacks guidelines (based on school level: elementary, middle, and high school) by entering into the online Alliance for a Healthier Generation Calculator found at <https://foodplanner.healthiergeneration.org/calculator/>
- Schools must keep documentation, including the nutrient fact label and the calculator printout showing the product is compliant.
- Carbonated and sweetened non-carbonated beverages are limited to 12 oz or less per container and 55 mg of caffeine per serving, in addition to meeting the Smart Snacks requirements based on school level.
- These procedures also apply to the 30 minutes after the last school bell of the day.
- Snacks may not be provided in food service areas during meal service.



### Procedures for Selling Smart Snacks

- Snacks may be sold prior to the start of the 1<sup>st</sup> classes of the school day and/or 30 minutes after the last lunch period has ended in any school.
- These procedures also apply to the 30 minutes after the last school bell of the day.
- Vending machines are not allowed at Elementary Schools.
- Sold snacks must meet Smart Snacks guidelines (based on school level: elementary, middle, and high school) by entering into the online Alliance for a Healthier Generation Calculator found at <https://foodplanner.healthiergeneration.org/calculator/>
- Schools must keep documentation, including the nutrient fact label and the calculator printout showing the product is compliant.
- Carbonated and sweetened non-carbonated beverages are limited to 12 oz or less per container and 55 mg of caffeine per serving, in addition to meeting the Smart Snacks requirements based on school level.
- Two fruits and/or 100% fruit juices must be offered for sale at the same time and place as competitive foods.
- At least 50% of beverages for sale shall be 100% fruit juice, low-fat/fat-free milk, and unflavored unsweetened water.
- Fundraisers must be approved by district administration.
- These rules apply to à la carte, entrees, side dishes, second trays and all competitive foods in the cafeteria, as well.
- These rules apply to student managed entrepreneurial enterprises (coffee shops, smoothie bars, etc.) that sell foods and beverages.
- Foods and beverages sold outside of the non-profit food service may not be provided in food service areas during meal service.

## Providing, Selling, and Nine Special Event Days

**Exceptions to these rules include:** Parents' Rights, School Nurses, Special Needs Students, School Events, Food for Instructional Purposes, USDA Fresh Fruit and Vegetable Program, Self-Sustaining Fresh Fruit and Vegetable Program, and School Testing Days. For more information, please refer to the *ADE Rules Governing Nutrition and Physical Activity Standards and Body Mass Index for Age Assessment Protocols in Arkansas Public Schools (May 2016)*.

### Procedures for School Events or "9 Special Event Days"

- Schools may provide any snack or beverage deemed appropriate by school officials on **nine (9) days** during the school year.
- The nine (9) days apply to the entire school (LEA/Building) and not to individual classrooms.
- The "Special Event Days" should be planned in advance. If a "Special Event Day" is likely to impact the number of students eating breakfast or lunch, notify the school's cafeteria manager so the number of meals produced may be adjusted, reducing plate waste and protecting Child Nutrition Federal dollars.
- Enter the "Event Day" into the **eSchool Calendar**. The description is "Act1220 Exempt Event Days", and the code is "9DY."
- Per Arkansas Food Code, items brought from home must be commercially prepared and packaged.
- These items may not be given in the food service areas during meal service.

Nothing in these rules shall be construed to prohibit or limit the sale or distribution of any food or beverage item through fundraisers by students, teachers, or other groups when the items are sold off the school campus.

### Self-Sustaining Fresh Fruit and Vegetable Program

Schools who have applied but have not been awarded a USDA FFVP grant, schools who have been FFVP schools in the past but are no longer eligible per USDA's criteria, schools who have never applied for a FFVP grant, and schools of ANY grade combination (including high schools) are allowed to start a "Self-Sustaining" FFVP.

A "Self-Sustaining" FFVP will not receive Child Nutrition reimbursement for items used in this program.

Schools will choose one or more of the following sources of funds for the "Self-Sustaining" FFVP:

- The School Food Authority has in excess of a three-month operating balance.
- Other local district (non-federal) funds will be used to operate the self-sustaining FFVP.
- A school-based organization or group will provide funds to operate the self-sustaining FFVP (Parent/Teacher Organization, local School Nutrition Association Chapter, student organization, etc.)
- A community-based organization or group will provide funds to operate the self-sustaining FFVP (civic organization, non-profit, church, etc.)
- A private business or individual will provide funds to operate the self-sustaining FFVP (local business, individual, or group)

Schools who decide to implement "Self-Sustaining" FFVP must agree to follow the intent and design of the USDA FFVP by completing an *Attestation for Self-Sustaining Fresh Fruit and Vegetable Program*.

# State Physical Activity & Physical Education Standards

The Wellness Committee will ensure that each school campus meets the standards outlined in the ADE Rules Governing Nutrition, Physical Activity, and BMI.

## What are the time requirements for PE for different grades?

**ELEMENTARY:** Students in grades K-6 require 40 minutes per week of physical education training. They also require an additional 90 minutes of physical activity (such as recess) each week.

**MIDDLE SCHOOL:** Students in grades 5-8 at a school that includes any combination of grades 5-8 (in other words, a middle school rather than an elementary school), require the equivalent of 40 minutes of physical education training each week, with no additional requirement for physical activity.

**HIGH SCHOOL:** Students in grades 9-12 must receive one half unit of physical education at some point from 9<sup>th</sup> through 12<sup>th</sup> grade, with no additional requirement for physical activity.



### What is the student-to-teacher ratio for PE classes?

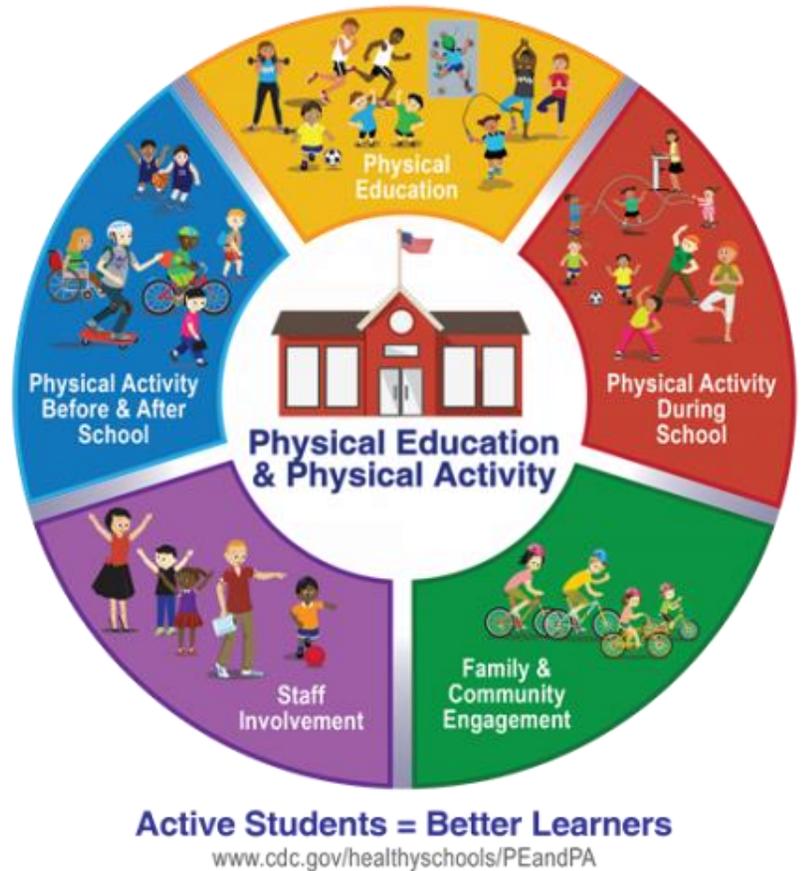
For grades K-6, the student-to-teacher ratio is 30:1.

A licensed physical education teacher or licensed elementary teacher must be present and is responsible for delivering instruction. Non-licensed personnel may assist in meeting the 30:1 ratio, at the discretion of district leadership.

# Comprehensive School Physical Activity

Schools are in a unique position to help students attain the nationally recommended 60 minutes of daily physical activity.<sup>1</sup> Physical education and physical activity are part of a multi-component approach (also known as Comprehensive School Physical Activity) by which schools can provide opportunities for students to be physically active, meet the nationally-recommended 60 minutes of physical activity each day, and develop the knowledge, skills, and confidence to be physically active for a lifetime.<sup>3-4</sup>

The goal of Comprehensive School Physical Activity is to increase physical activity opportunities before, during, and after school and increase students' overall physical activity and health.<sup>3-4</sup>



## Components of a Comprehensive School Physical Activity Program:

- 1) High quality physical education, i.e. adequate facilities, equipment, and curriculum
- 2) Physical activity during school, i.e. brain breaks, action-based learning, and/or recess
- 3) Physical activity before and afterschool, i.e. intramurals, afterschool programming
- 4) Staff involvement, i.e. staff wellness programming, walking clubs for staff
- 5) Family and community engagement, i.e. Family Fit Nights, joint use agreements

1. Physical Activity Guidelines for Americans Midcourse Report Subcommittee of the President's Council on Fitness, Sports & Nutrition. *Physical Activity Guidelines for Americans Midcourse Report: Strategies to Increase Physical Activity Among Youth*. Washington, DC: US Department of Health and Human Services; 2012.

2. Association for Supervision and Curriculum Development (ASCD), Centers for Disease Control and Prevention. *Whole School, Whole Child, Whole Community: A Collaborative Approach to Learning and Health 2014*. Available at: <http://www.ascd.org/ASCD/pdf/siteASCD/publications/wholechild/wsc-a-collaborative-approach.pdf> [PDF - 2.24 MB].

3. Centers for Disease Control and Prevention. School health guidelines to promote healthy eating and physical activity. *MMWR*. 2011;60(No. RR-5):28-33.

4. Centers for Disease Control and Prevention. *A Guide for Developing Comprehensive School Physical Activity Programs*. Atlanta, GA: US Department of Health and Human Services; 2013.

# Record Keeping

The district and/or school will maintain records including...

- ✓ a copy of the current wellness policy
- ✓ documentation on how the policy and assessments are made available to the public
- ✓ the most recent assessment of implementation of the policy
- ✓ documentation of the efforts to review and update the policy (annual SHI and ACSIP), including who was involved in the process (Wellness Committee Members district report in ACSIP) and how stakeholders were made aware of their ability to participate
- ✓ Documentation of Arkansas Wellness Committee requirements, including a record of activities and meetings
- ✓ Documentation of compliance with Arkansas Nutrition and Physical Activity Standards.
- ✓ Documentation of quarterly menu reviews
- ✓ Documentation of 9 Special Event Days in eSchool

These **records** must be available during a **Child Nutrition Administrative Review**. The Wellness Committee, as a **team**, is responsible for completing the required activities and maintaining adequate documentation. The **Child Nutrition Director** will be responsible for gathering information and answering questions related to wellness during a review conducted by an Arkansas Department of Education, Child Nutrition Unit **Area Specialist**. Inadequate documentation of wellness activities may result in a review finding and require a corrective action plan.

“Wellness committee is the link! The link to child nutrition, community, staff and students. We are building bridges to fill gaps for our students well being.”

**Dolores Sutterfield**  
**Harrisburg School District**  
**School Nutrition Association Representative on CHAC**



# Public Updates



In an effort to increase transparency, schools are required by Federal and State regulations to update the public on a variety of topics, including wellness.

Families and community members that are informed about wellness decisions made at the local schools are more supportive and understanding. They see the school addressing all of the needs of the students, which builds better relationships and improved outcomes for all.

## The school/district will make available to the public...

- The wellness policy, including any updates to and about the wellness policy, on an annual basis, at a minimum;
- The amount of funds received and expenditures made from competitive food and beverage contracts, annually; and,
- The Triennial Assessment, including progress toward meeting the goals of the policy.

**For more information on any of the topics discussed in this workbook, please contact:**

**ADE Child Nutrition Unit  
(501) 324-9502**

**ADE School Health Services  
(501) 683-3604**

**ADH School Health Services  
(501) 280-4889**



## **Related Regulations**

Richard B. Russell National School Lunch Act

Child Nutrition Act of 1966

PL 108-265 (Child Nutrition and WIC Reauthorization Act of 2004)

PL 111-296 (Healthy, Hunger-Free Kids Act of 2010)

- USDA FNS Final Rule for All Foods on Campus (Smart Snacks)
- USDA FNS Final Rule for Local School Wellness Policy Implementation

Arkansas Act 1220 of 2003

Arkansas Act 2285 of 2005

- ADE Rules Governing Nutrition and Physical Activity Standards and Body Mass Index for Age Assessment Protocols in Arkansas Public Schools, May 2016