

## Wellness Plan template

STUDENT WELFARE  
WELLNESS AND HEALTH SERVICES

FFA  
(REGULATION)

### WELLNESS PLAN

This document, referred to as the “wellness plan”(the plan), is intended to implement policy FFA(LOCAL), which has been adopted by the Board, to comply with the requirements for a school wellness policy. [Section 9A(a) of the National School Lunch Act (NSLA), 42 U.S.C. 1758b]

#### STRATEGIES TO SOLICIT INVOLVEMENT

Federal law requires that certain stakeholders be involved in the development, implementation, and periodic review and update of the wellness policy. The District has chosen to use the local school health advisory council (SHAC) to work on behalf of the District to review and consider evidence-based strategies and techniques in order to develop and implement nutrition guidelines and wellness goals as required by federal law. The SHAC will permit the following persons to work with the SHAC on the District’s wellness policy and plan: parents, students, the District’s food service provider, physical education teachers, school health professionals, Board members, administrators, and members of the public. The SHAC will solicit involvement and input of these other interested persons by:

1. Posting on the District’s website the dates and times of SHAC meetings at which the wellness policy and plan are scheduled to be discussed.
2. *Listing in the student handbook the name and position of the person responsible for oversight of the District’s wellness policy and plan along with an invitation to contact that person if the reader is interested in participating in the development, implementation, and evaluation of the wellness policy and plan.*

#### IMPLEMENTATION

Each *SHAC Coordinator* is responsible for the implementation of FFA(LOCAL) and this wellness plan at his or her campus, including the submission of necessary information to the SHAC for evaluation.

The *Superintendent* is the District official responsible for the overall implementation of FFA(LOCAL), including the development of this wellness plan and any other appropriate administrative procedures, and ensuring that each campus complies with the policy and plan.

#### EVALUATION

In accordance with law, the District will periodically measure and make available to the public an assessment of the implementation of the District’s wellness policy, the extent to which each campus is

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compliant with the wellness policy, a description of the progress made in attaining the goals of the wellness policy, and the extent to which the wellness policy compares with any state- or federally designated model wellness policies. Absent federal regulations to the contrary, the District commits to the evaluation activities described below.

At least annually, the SHAC will prepare a report on the wellness policy and this plan by gathering information from each principal and appropriate District administrators. The SHAC will assess the District's and each campus's progress toward meeting the goals of the policy and plan by reviewing District- and campus-level activities and events tied to the wellness program.

The SHAC may use any of the following tools for that analysis:

- *Relevant portions of the WellSAT 2.0 ([www.wellsat.org](http://www.wellsat.org))*
- *Relevant portions of the Center for Disease Control's School Health Index (<http://www.cdc.gov/healthyschools/shi/index.htm>)*
- *A District-developed self-assessment comprised of a parent and staff survey.*

### PUBLIC NOTIFICATION

To comply with the legal requirement to inform and update the public about the content and implementation of the local wellness policy, the District will create a wellness page on its website to document information and activity related to the school wellness policy, including:

1. A copy of the wellness policy [FFA(LOCAL)];
1. A copy of this wellness plan, with dated revisions;
2. Notice of any Board revisions to policy FFA(LOCAL);
3. Notice of any SHAC meeting at which the wellness policy or corresponding documents are scheduled to be discussed;
4. The SHAC's annual report on the District's wellness policy and plan; and
5. Any other relevant information.

The District will also publish the above information in appropriate District or campus publications.

### RECORDS RETENTION

Records regarding the District's wellness policy will be retained in accordance with law and the District's records management

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program. Questions may be directed to the Administrative Secretary, the District's designated records management officer.

#### GUIDELINES AND GOALS

The following provisions describe the District's nutrition guidelines and activities and objectives chosen by the SHAC to implement the Board-adopted wellness goals in policy FFA(LOCAL).

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#### NUTRITION GUIDELINES

All District campuses participate in the United States Department of Agriculture's (USDA's) child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). Federal law requires that the District establish nutrition guidelines for foods made available on each campus that are consistent with the federal standards and that promote student health and reduce childhood obesity.

The District's nutrition guidelines are to ensure all foods and beverages sold, otherwise made available, or marketed to students during the school day adhere to all federal regulations and guidance and are designed to promote student health and reduce childhood obesity.

#### FOODS SOLD

The District will comply with federal requirements for reimbursable meals. For other foods and beverages sold to students during the school day, the District will comply with the federal requirements for competitive foods. Competitive foods and beverages are not part of the regular meal programs and occur through sales such as a la carte options or vending machines. For purposes of this plan, these requirements will be referred to as "Smart Snacks" standards or requirements. The following websites have information regarding meal and Smart Snacks requirements:

- <http://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>
- <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>
- <http://www.squaremeals.org/Publications/Handbooks.aspx>

#### EXCEPTION—FUNDRAISERS

State rules adopted by the Texas Department of Agriculture (TDA) allow an exemption to the Smart Snacks requirements for up to six days per year per campus when a food or beverage is sold as part of a District fundraiser. [See CO(LEGAL)]

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The District will allow the following exempted fundraisers for the 2018-19 school year:

<b>Campus or Organization</b>	<b>Food/Beverage</b>	<b>Number of Days</b>
<i>As determined by Superintendent</i>		

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### FOODS MADE AVAILABLE

There are currently no federal requirements for foods or beverages made available to students during the school day. The District will comply with state law, which allows a parent or grandparent to provide a food product of his or her choice to classmates of the person's child or grandchild on the occasion of the student's birthday or to children at a school-designated function. [See CO(LEGAL)]

### MEASURING COMPLIANCE

The District will measure compliance with the nutrition guidelines by reviewing meal reimbursement submissions from the child nutrition department to the TDA, reviewing foods and beverages that are sold in competition with the regular school meals, reviewing items sold as part of approved District fundraisers, and monitoring the types of foods and beverages made available to students during the school day.

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### NUTRITION PROMOTION

Federal law requires that the District establish goals for nutrition promotion in its wellness policy. The District's nutrition promotion activities will encourage participation in the National School Lunch Program, the School Breakfast Program, and any supplemental food and nutrition programs offered by the District.

In accordance with FFA(LOCAL), the District has established the following goal(s) for nutrition promotion.

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<p><b>GOAL:</b> The District’s food service staff, teachers, and other District personnel shall consistently promote healthy nutrition messages in cafeterias, classrooms, and other appropriate settings.</p>	
<p><b>Objective 1: <i>The District will increase participation in the federal child nutrition program.</i></b></p>	
Action Steps	Methods for Measuring Implementation
<p>1. <i>Distribute Free and Reduced school meal applications annually and upon new student enrollment throughout the school year.</i></p> <p>2. <i>Research avenues to increase breakfast participation rates for High School Students.</i></p> <ul style="list-style-type: none"> <li>● <i>Second Chance Breakfast</i></li> <li>● <i>Research and apply for breakfast grants to subsidize the breakfast program.</i></li> </ul> <p>(Secondary breakfast schedule adapted to a time after 1<sup>st</sup> period to encourage more participation 19/20- present)</p>	<p>Baseline or benchmark data points:</p> <ul style="list-style-type: none"> <li>● <i>Participation rates in federal child nutrition programs will be periodically during the school year.</i></li> </ul> <p>Resources needed:</p> <ul style="list-style-type: none"> <li>● <i>Applications</i> <i>Personnel to distribute the applications</i></li> </ul> <p>Obstacles:</p> <ul style="list-style-type: none"> <li>● <i>Applications sometimes do not reach the parents.</i></li> <li>● <i>Parents choosing not to disclose information related to income to determine eligibility for free or reduced-price meals.</i></li> </ul> <p>2019/2020- Free breakfast and free lunch is now available to all students.</p> <p>Jr. High and High School breakfast schedule changed to the end of 1<sup>st</sup> period @ 8:37.</p> <p>Both of these items have increased participation rates.</p>
<p><b>Objective 2: <i>By May of each school year, score at least at the bronze level on the Smarter Lunchroom scorecard (www.smarterlunchrooms.org/resource/lunchroom-self-assessment-score-card).</i></b></p>	
Action Steps	Methods for Measuring Implementation
<p><i>Distribute score card to cafeteria personnel in October and May.</i></p>	<p>Baseline or benchmark data points:</p> <ul style="list-style-type: none"> <li>● <i>Score on the assessment in October and May.</i></li> </ul>

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	<p>Resources needed:</p> <ul style="list-style-type: none"> <li>• <i>Scorecard or computer access to the scorecard.</i></li> <li>• <i>Staff to participate in the evaluation.</i></li> </ul> <p>Obstacles:</p> <ul style="list-style-type: none"> <li>• <i>Time to devote to implement the Smarter Lunchroom strategies.</i></li> <li>• <i>Tendency to not complete the self-evaluation objectively and honestly.</i></li> </ul>
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**GOAL:** The District shall share educational nutrition information with families and the general public to promote healthy nutrition choices and positively influence the health of students.

**Objective 1: *Make available the monthly school lunch and breakfast menus which include educational nutritional information.***

Action Steps	Methods for Measuring Implementation
<p><i>Post menus to website</i></p> <p><i>Send copies of menus home monthly with Elementary students</i></p>	<p>Baseline or benchmark data points:</p> <ul style="list-style-type: none"> <li>• <i>Follow up to determine that menus are posted and are being sent home consistently.</i></li> </ul> <p>Resources needed:</p> <ul style="list-style-type: none"> <li>• <i>Personnel to create and distribute copies of menus and post menu on website.</i></li> </ul> <p>Obstacles:</p> <ul style="list-style-type: none"> <li>• <i>Menus sometimes do not reach the parents.</i></li> <li>• <i>Not all parents have internet access.</i></li> </ul>

**Objective 2: *Increase awareness of healthy life choices by promoting the nutrition educational information on monthly menus and through the Great Body Shop Curriculum.***

Action Steps	Methods for Measuring Implementation
<p><i>Post menus to website</i></p> <p><i>Send copies of menus home monthly with Elementary students</i></p>	<p>Baseline or benchmark data points:</p>

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	<ul style="list-style-type: none"> <li>● <i>Follow up to determine that menus are posted and are being sent home consistently.</i></li> </ul> <p>Resources needed:</p> <ul style="list-style-type: none"> <li>● <i>Personnel to create and distribute copies of menus and post menu on website.</i></li> </ul> <p>Obstacles:</p> <ul style="list-style-type: none"> <li>● <i>Menus sometimes do not reach the parents.</i></li> <li>● <i>Not all parents have internet access.</i></li> </ul>
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NUTRITION EDUCATION

Federal law requires that the District establish goals for nutrition education in its wellness policy. State law also requires that the District implement a coordinated health program with a nutrition services and health education component at the elementary and middle school levels. [See EHAA]

In accordance with FFA(LOCAL), the District has established the following goal(s) for nutrition education.

<b>GOAL:</b> The District shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors.	
<b>Objective 1: Nutrition education through a TEA approved Coordinated School Health Program will be taught at the Elementary and Jr. High School levels.</b>	
Action Steps	Methods for Measuring Implementation
<p><i>Communicate with the appropriate school staff the necessity for fully implementing the CSHP as required by State law.</i></p> <p><i>Help secure the appropriate materials.</i></p> <p><i>Encourage the designation of staff to teach the materials and appropriate scheduling of class time.</i></p> <p>(The Great Body Shop is implemented in K-8<sup>th</sup> grades)</p> <p>Parent login implemented during the 20/21 school year.</p>	<p>Baseline or benchmark data points:</p> <ul style="list-style-type: none"> <li>● Observation and verification that nutrition education is incorporated into teacher lesson plans.</li> </ul> <p>Resources needed:</p> <ul style="list-style-type: none"> <li>● TEA approved materials</li> <li>● Designated staff and schedule for teaching materials</li> </ul> <p>Obstacles:</p> <ul style="list-style-type: none"> <li>● Staff and time needed to teach the materials.</li> </ul>

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### PHYSICAL ACTIVITY

The District will implement, in accordance with law, a coordinated health program with physical education and physical activity components and will offer at least the required amount of physical activity for all grades. [See BDF, EHAA, EHAB, and EHAC]

Gustine ISD shall require a minimum of 30 minutes a day of Physical Education classes for Kindergarten through 5<sup>th</sup> grade or 135 minutes a week of moderate to vigorous activity.

Gustine Junior High School shall require students in 6<sup>th</sup>-8<sup>th</sup> grades to participate in 30 minutes of moderate to vigorous physical activity per day for 4 semesters or at least 224 minutes within a 2 week period for at least 6 semesters.

Federal law requires that the District establish goals for physical activity in its wellness policy.

In accordance with FFA(LOCAL), the District has established the following goal(s) for physical activity.

**GOAL:** The District shall provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students, including those who are not participating in physical education classes or competitive sports.

**Objective 1:** *Regular inspection of school facilities and playground equipment to ensure student safety.*

Action Steps	Methods for Measuring Implementation
Communicate and collaborate with administration and district maintenance personnel regarding needed improvements as determined from inspection.	Baseline or benchmark data points: <ul style="list-style-type: none"><li>Record of playground accidents.</li></ul> Resources needed: <ul style="list-style-type: none"><li>Staff and resources for repairs</li></ul> Obstacles: <ul style="list-style-type: none"><li>Lack of resources to make repairs</li></ul>

**GOAL:** The District shall encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.

**Objective 1:** *District will offer at least one event annually either during or after normal school hours that involves physical activity and includes both parents and students in the event.*

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Action Steps	Methods for Measuring Implementation
Organize annual <i>Turkey Walk</i> Publicize event Seek donations for prizes	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>● Self –reports of attendance of event</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>● Parent information flier</li> <li>● Post to website</li> <li>● Staff to organize &amp; work event</li> <li>● Staff to publicize event</li> <li>● Staff to secure donations of prizes</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>● Lack of staff time</li> <li>● Avenues to publicize event</li> </ul>

**GOAL:** The District shall share educational information with families to promote healthy living choices and positively influence the health of students.

**Objective 1:** *District will share educational information for promoting healthy living through the District Website and ParentSquare communication tool.*

Action Steps	Methods for Measuring Implementation
Create a list of pertinent health promotion information to disseminate.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>● Number of informative health communications</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>● Health information</li> <li>● Website access</li> <li>● ParentSquare Access.</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>● Not all parents view ParentSquare information</li> </ul>

**GOAL:** The District shall encourage students, parents, staff, and community members to use the District’s recreational facilities, such as tracks, playgrounds, and the like, that are available for use outside of the school day.

**Objective 1:** *Inform the community of the facilities that are available for use outside of the school day by including a statement in at least one District publication, by posting on the District website, or through the use of appropriate signs.*

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Action Steps	Methods for Measuring Implementation
Create sample wording to be used in a publication or on a website, or used for signage.	<p>Baseline or benchmark data points:</p> <ul style="list-style-type: none"> <li>● Documentation of publications, postings, and signs used to communicate information.</li> </ul> <p>Resources needed:</p> <ul style="list-style-type: none"> <li>● List of the types of facilities that are available for use in the District.</li> </ul> <p>Obstacles:</p> <ul style="list-style-type: none"> <li>● Limited resources</li> <li>● Measuring usage</li> </ul>

### SCHOOL-BASED ACTIVITIES

Federal law requires that the District establish goals for other school-based activities in its wellness policy to promote student wellness.

In accordance with FFA(LOCAL), the District has established the following goal(s) as part of its student wellness policy to create an environment conducive to healthful eating and physical activity and to promote and express a consistent wellness message.

<p><b>GOAL:</b> The District shall allow sufficient time for students to eat meals in cafeteria facilities that are clean, safe, and comfortable.</p>	
<p><b>Objective 1: The master schedule will allow for at least ten minutes to eat breakfast and 20 minutes to each lunch, from the time a student receives his or her meal and is seated.</b></p>	
Action Steps	Methods for Measuring Implementation
<p>Evaluate current meal time allowances. Work with administration to adjust master schedules as necessary</p>	<p>Baseline or benchmark data points:</p> <ul style="list-style-type: none"> <li>● Self-report by personnel on cafeteria duty as to whether this standard is met consistently.</li> </ul> <p>Resources needed:</p> <ul style="list-style-type: none"> <li>● Average time it takes for students to receive a meal and be seated</li> </ul> <p>Obstacles:</p>

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	<ul style="list-style-type: none"> <li>• Tendency of students to socialize instead of eating</li> </ul>
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<p><b>GOAL:</b> The District shall promote wellness for students and their families at suitable District and campus activities.</p>	
<p><b>Objective 1: All classroom or campus celebrations will encourage that at least one Smart Snack compliant item is included.</b></p>	
Action Steps	Methods for Measuring Implementation
<p>Create a list of Smart Snack compliant foods and beverages to be distributed to parents at the beginning of the year.</p>	<p>Baseline or benchmark data points:</p> <ul style="list-style-type: none"> <li>• Number of celebrations that the objective was met.</li> </ul> <p>Resources needed:</p> <ul style="list-style-type: none"> <li>• List of Smart Snack compliant foods and beverages.</li> </ul> <p>Obstacles:</p> <ul style="list-style-type: none"> <li>• Parent perception.</li> <li>• Increase in expense.</li> </ul>

<p><b>GOAL:</b> The District shall promote employee wellness activities and involvement at suitable District and campus activities.</p>	
<p><b>Objective 1: The District will promote employee wellness through wellness activity programs and providing influenza vaccines.</b></p>	
Action Steps	Methods for Measuring Implementation
<p>Organize staff wellness activities, which promote wellness, provide wellness education opportunities, and provide accountability.</p> <p>Organize a flu vaccine clinic.</p>	<p>Baseline or benchmark data points:</p> <ul style="list-style-type: none"> <li>• Documentation of activities and participation rates.</li> </ul> <p>Resources needed:</p> <ul style="list-style-type: none"> <li>• Staff to plan activities.</li> <li>• Publicity of events</li> </ul> <p>Obstacles:</p> <ul style="list-style-type: none"> <li>• Time for activities</li> <li>• Participation rates.</li> </ul>