

**SCHOOL DISTRICT OF SPRINGFIELD R-12
DISTRICT WELLNESS PROGRAM
PROCEDURAL GUIDELINES**

The primary goals of the School District of Springfield R-12's wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. The following procedures will guide the implementation of the district wellness program.

Nutrition Guidelines

The District designates the following nutrition guidelines, for foods and beverages served and sold in schools during the school day based on the USDA Nutrition Guidelines and Standards, as well as those that have been developed by the SPS Wellness Policy committee.

School Breakfasts will meet the USDA Guidelines for Nutrition Standards in the School Breakfast Program, Grades Pre-K-12.

School Lunches will meet the USDA Guidelines for Nutrition Standards in the National School Lunch Program, Grades Pre-K-12.

All other foods and beverages * sold during the school day will meet Smart Snacks in School: USDA's "All Foods Sold in Schools" Standards as defined below. (School day is defined as midnight to thirty minutes after the end of the school day). This includes vending machines and school stores.

*Missouri Department of Elementary and Secondary Education (DESE) has informed SPS that non-compliant schools will be fined.

Smart Snacks in School: USDA's "All Foods Sold in Schools" Standards

Any food sold in schools must meet at least one of the following standards:

- Be a "whole grain-rich" grain product; OR
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); OR
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; OR

Food must also meet the following nutrient requirements:

- **Fat limits:**
 - Total fat: ≤ 35% of calories
 - Saturated fat: < 10% of calories
 - Trans fat: zero grams

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Exemptions to Fat Limits:

- Reduced fat cheese, nuts and seeds, nut/seed butters, and products consisting only of dried fruits with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from both fat standards.
- Seafood with no added fat is exempt from the total fat standard.

- **Sugar limit:**

- $\leq 35\%$ of weight from total sugars in foods (grams of sugar \div total weight of product in grams)

Exemptions to Sugar Limit:

- Dried fruits or vegetables and dehydrated fruits or vegetables with no added nutritive sweeteners are exempt from sugar standard.
- Dried fruits with nutritive sweeteners required for processing and/or palatability purposes (i.e., cranberries, tart cherries, or blueberries), and products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are also exempt.

- **Calorie limits:**

- Snack items: ≤ 200 calories
- Entrée⁺ items: ≤ 350 calories

- **Sodium limits:**

- Snack items: ≤ 200 mg
- Entrée⁺ items: ≤ 480 mg

⁺An entrée item can be defined as one of three things:

1. A combination food of a meat/meat alternate and a whole-grain rich grain item
2. A combination food of a fruit or vegetable and a meat/meat alternate
3. A meat/meat alternate alone – with the exception of yogurt, low-fat cheese, nuts, seeds, and nut butters

Entrées that are part of the School Breakfast Program (SBP) or National School Lunch Program (NSLP) can be served as an a la carte item on the day of service or the day after service in the lunch/breakfast program, and will be exempt from a la carte nutrition standards.

Accompaniments

- Any accompaniments such as cream cheese, salad dressing, and butter must be included in the nutrient profile as part of the food item being sold.
- This can help to control the amount of calories, fat, sugar, and sodium added to foods by accompaniments, which can be significant.

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Nutrition Standards for Beverages

- **No carbonated soda or energy drinks will be sold at any grade level.**
- **All schools may sell:**
 - Plain water or sparkling water
 - Unflavored low fat milk
 - Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
 - 100% fruit or vegetable juice, including sparkling juice
 - 100% fruit or vegetable juice diluted with water or sparkling water, and no added sweeteners
- **Portion Sizes for milk and juice (there is no portion size limit for plain water):**
 - Elementary schools may sell up to 8-ounce portions
 - Middle and High schools may sell up to 12-ounce portions
- **High schools may additionally sell “no-calorie” and “lower calorie” beverages:**
 - No more than 20-ounce portions of:
 - Calorie-free, flavored water or sparkling water
 - Other flavored beverages that are labeled to contain < 5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces, including electrolyte drinks, flavored decaffeinated coffee, hot cocoa, smoothies, and tea.
 - No more than 12-ounce portions of:
 - Beverages with ≤ 40 calories per 8 fluid ounces, or ≤ 60 calories per 12 fluid ounces, including electrolyte drinks, flavored decaffeinated coffee, hot cocoa, smoothies, and tea.

Fundraisers

- Fundraisers selling food items must meet the nutrition standards if sold for consumption during the school day (midnight to thirty minutes after school dismisses), and must not be sold during the duration of breakfast and lunch service.
- The nutrition standards do not apply during non-school hours, on weekends, or at off-campus fundraising events.
- Any food item(s) purchased/sold that do(es) not meet the nutrition standards must not be consumed during the school day (midnight to 30 minutes after school dismisses). This includes but is not limited to: candy bars, cookie dough, donuts, popcorn.
- Food prepared in classroom as part of classroom curriculum cannot be sold.

School Stores / Snack Carts

- School Stores or Snack Carts, selling food items to students or staff, must meet the nutrition standards if sold during the school day (midnight to thirty minutes after school dismisses), and cannot be sold during the duration of breakfast and lunch service.
- The nutrition standards do not apply during non-school hours, on weekends, or at off-campus school events.
- “Cents of Pride” stores, where earned tickets are used to obtain donated foods, are exempt. Food items must be taken home for consumption.

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Vending

- Vending machines selling food and beverage items to students must meet the nutrition standards if sold during the school day (midnight to thirty minutes after school dismisses), and must be turned off during the duration of breakfast and lunch service.
- Vending machines for staff, selling beverages that do not meet the nutrition standards, must be inaccessible to students.

Rewards / Celebrations

- Nonfood reward options are acceptable.
- Will not include foods or drinks, with the exception of the four all-school celebrations, i.e., middle school and high school quarterly attendance celebrations, “pi/pie” day, multicultural or club parties during the school day, the official Elementary School parties, such as Fall, Winter, Spring, and Field Day.
Individual classroom/department food reward/celebration events are included in the total of four for the building for the school year.
- Food rewards/incentives may be used for certain students as part of an individualized student plan; however, non-food rewards/incentives are encouraged.

School Partners

- Will not provide food or carbonated beverages or sweet drinks during the school day (midnight to thirty minutes after school dismisses), unless providing for any of the designated school parties listed below, or middle school and high school quarterly rewards/celebrations.
- Non-food incentives are acceptable options.
- Will not provide corporate-sponsored programs which take place outside the school day that contribute funds to schools in exchange for consumer purchases of foods and /or beverages

School Parties

- Parents, teachers, and School Partners will limit carbonated beverages and sweet drinks, candy, and snacks to no more than 50% of the food/drinks offered at the four school parties for the school year.

Birthday Parties

- Schools/teachers who choose to recognize student birthdays, will utilize a method of non-food celebrations. This may include, but not limited to: extra 10 minute recess for class, sticker, pencil, birthday button, and assembly recognition.
- Schools will be encouraged to reach out to their Partners in Education, and/or PTA to help with off-setting the cost of stickers, pencils and birthday buttons, should they choose this method of recognition.
- A sample notification letter template to send to parents is available to principals.

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Intramural Activities and Concession Stands

- Any food sales must wait until 30 minutes after school dismisses.

After-School Programs

- All school affiliated after-school programs must meet the USDA nutritional standards for Ala Carte snacks OR Child and Adult Care Food Program (CACFP) guidelines if/when applicable.
- Non-school affiliated after-school programs are encouraged to follow the USDA nutritional standards for Ala Carte snacks.

Food Quality/Safety

All kitchens and classroom food preparation will comply with local regulatory guidelines from the Springfield Greene County Health Department and follow proper food safety procedures to ensure that high quality and safe food is being provided and served to students. These measures include but are not limited to:

- Kitchen managers, Leads, and Range cooks must be Serv-Safe certified.
- Foods are kept out of the temperature danger zone; hot foods stay hot, and cold foods stay cold.
- Hazard Analysis and Critical Control Points (HACCP) procedures are in place.
- Continuing education in-services are offered throughout the school year for nutrition services staff.
- School kitchens are health inspected two times per school year.

Student Allergy Prevention and Response

Student Allergy Prevention and Response Procedural guidelines must be followed, including but not limited to: No food preparation or consumption will take place in any instructional area unless the instructor has permission from the building administrator. Courses that include food preparation or consumption as a regular part of the curriculum are exempt from this provision, but instructors in these courses have an increased responsibility to monitor student adherence to prevention procedures.

Nutrition Education

The District's nutrition education goal is to integrate sequential nutrition education with the comprehensive health education program and, to the extent possible, the core curriculum taught at every grade level in order to provide students with the necessary knowledge and skills to make healthy nutrition decisions. In order to achieve the nutrition education goal, the district will:

1. Provide nutrition information appropriate for each grade level that is guided by the Major Instructional Goals (MIGS). Visit SPS's website www.springfieldpublicschoolsno.org for full listing of MIGS by grade level. Also, SPS's Registered Dietitian is available upon request for age-appropriate classroom nutrition lessons.

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2. Provide instructional activities that stress the appealing aspects of healthy eating and are hands-on, behavior based, culturally relevant, developmentally appropriate and enjoyable. Examples of activities include, but are not limited to: food preparation*, contests, promotions, taste testing, farm visits and school gardens. *Food preparation in the cafeteria/classroom must follow safe food preparation practices as defined above in the Food Quality/Safety guidelines.
3. Encourage district staff to cooperate with local agencies and community groups to provide students with opportunities for volunteer work related to nutrition, such as in the food bank, food pantries, community gardens, or after-school programs.
4. Ensure that school counselors and health services staff will promote healthy eating to students and staff. Professional development activities and resources should be utilized to assist in recognizing conditions such as unhealthy weight, eating disorders and other nutrition-related health problems; as well as providing links to appropriate healthcare.
5. Coordinate the Nutrition Services program with nutrition promotion. Nutrition Services staff should work closely with those responsible for other components of the school health program to achieve common goals. These activities may include but are not limited to:
 - ACE—mascot program for elementary students featuring Ace the fox and friends, displayed in the cafeteria. Ace communicates the importance of good nutrition, including garden education, and exercise through graphics and posters.
 - FUEL – a campaign aimed at making school lunch fun and relevant to secondary level students. Energy, friends, value, and the effects of skipping lunch are the 4 key themes that support FUEL.
 - In addition: 12 Spot and U.B.U. Lounge - research-based brands designed to reflect the habits, choices and nutritional requirements of today’s tweens and teens. These brands feature unique menu items, vibrant lunchroom environments, new lighting, and creative merchandising materials.
 - HealthTeacher.com – Online Health curriculum and resources for SPS staff.
 - Healthy tips and nutrition information relayed through monthly menus which are accessible via the SPS website and via *Healthy for Life* health and wellness brochures available in selected sites.
 - Nutrition Services web page of the District’s web site includes nutrition information for meals, as well as allergen information. This page has a direct link to the Nutrition Services department’s dietitian for availability to parents and interested patrons of the district.
 - The Nutrition Services department’s chef, dietitian, and/or culinary experts will be available for events such as adult education and cooking demonstrations for PTA meetings or other staff meetings to discuss healthy eating and meal planning for families.

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Physical Activity

The district's physical activity goal is to assist students in learning to value and enjoy physical activity as an ongoing part of a healthy lifestyle by ensuring that every student has the opportunity to develop the knowledge and skills necessary to perform a variety of physical activities, maintain physical fitness and regularly participate in physical activity. In order to achieve the physical activity goal, the district will implement a physical education program including timeline in order to meet minimum, intermediate and advanced levels of the physical education standards.

The District will:

1. Develop a sequential program of appropriate physical education for every student. The program will:
 - Provide for at least 60 minutes (two- 30 minute periods) of physical education for students in the elementary grades during the school week; at least 3,000 minutes during the school year for students in middle school; and at least 1.5 units for students in high school and .5 units for health education.
 - Protected P.E. time and recess (all levels) with no waivers except medical waivers. P.E. and recess will not be taken away as punishment.
 - Limit size for middle/high school physical education classes to 33 students per teacher. (This is the standard for a classroom teacher/student ratio)
 - Have no more than two physical education classes in the gymnasium at the same time for instruction at the middle/high school levels. At the elementary level, there will be only one physical education class per instructor at one time.
 - Provide adequate space to allow safe participation in physical activity; i.e.: removing barriers such as filing cabinets, desks, fridges, coolers, carts.
 - Emphasize knowledge and skills for a lifetime of regular physical activity.
 - Devote at least 75 percent of physical education class time to actual physical activity in each week, with as much time as possible spent in moderate to vigorous physical activity.
 - Avoid scheduling middle school students for two consecutive semesters without physical education.
 - Meet the needs of all students, especially those who are not athletically gifted or who have special needs.

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- Provide a variety of activity choices, feature cooperative as well as competitive activities, and consider for gender and cultural differences in students' interests.
 - Prohibit exemptions from physical education courses on the basis of participation in an athletic team, community recreation program, ROTC, marching band or other school or community activity. On rare occasions a waiver may be issued as approved by the Board of Education as referenced in Board Policy IKF and outlined in the Individual Program of Study.
 - Be closely coordinated with the other components of the overall school health program. All schools will be in compliance with health curriculum requirements (curriculum taught by elementary classroom teachers or certified health teachers at middle and high school levels).
2. Provide time in elementary schools for supervised recess. All elementary students are to receive 30 minutes of physical activity daily in addition to physical education class. Morning recess should be scheduled prior to lunch.
 3. Encourage opportunities for students to voluntarily participate in before- and after-school physical activity programs, such as intramural activities, interscholastic athletics and clubs by:
 - Providing a diverse selection of competitive and noncompetitive, as well as structured and unstructured, activities to the extent that staffing and district/community facilities permit.
 - Offering intramural physical activity programs that feature a broad range of competitive and cooperative activities for all students. (Middle school)
 - Encouraging partnerships between schools and businesses. Promotion of such partnerships must be appropriate and in accordance with Board policy and applicable procedures.
 4. Strive to provide joint school and community recreational activities that result in:
 - Actively engaging families as partners in their children's education and collaborating with community agencies and organizations to provide ample opportunities for students to participate in physical activity beyond the school day.
 - Encouraging schools to work with recreation agencies and other community organizations to coordinate and enhance opportunities available to students for physical activity during their out-of-school time.

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- Encouraging district officials to work together with local public works, public safety, police departments and/or other appropriate state and federal authorities in efforts to make it safer and easier for students to walk and bike to school. All students riding bicycles should wear a safety helmet. Resource for free safety program assembly and free helmets provided by Safe Kids Springfield, led by Mercy Hospital.
www.safekidspringfield.org
5. Discourage periods of inactivity that exceed two (2) or more hours. Staff should give students periodic breaks during which they are encouraged to stand and be moderately active (At least a 5 minute activity break). Check with P.E. staff for energy break ideas.
 6. Provide and encourage--verbally and through the provision of space and activities--daily periods of moderate to vigorous physical activity for all participants in onsite after-school child care and enrichment programs sponsored by the district.
 7. Enhance opportunities for staff to be physically active by:
 - Planning, establishing and implementing activities to promote physical activity among staff and providing opportunities for staff to conveniently engage in regular physical activity.
 - Working with recreation agencies and other community organizations to coordinate and enhance opportunities available to staff for physical activity during their out-of-school time.

Other School-Based Activities

The district's goal for other school-based activities is to ensure an integrated whole-school approach to the district's wellness program. The district will achieve this goal by addressing the areas itemized below.

Community Involvement

School instructional staff will collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and their families. Guest speakers invited to address students will receive appropriate orientation to the relevant policies of the district.

The wellness program shall make effective use of district and community resources and equitably serve the needs and interests of all students and staff, taking into consideration differences of gender, cultural norms, physical and cognitive abilities and fitness level.

Community involvement will also include but is not limited to:

- School/Community Gardens
- Community School
- Farm to School

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- Backpack Program (Elementary and Middle School)
- School and/or Mobile Food Pantries
- Community Kitchens

Family Involvement

The district will strive to engage families as partners in their children's education by supporting parental efforts to motivate and help their children with maintaining and improving their health, preventing disease and avoiding health-related risk behaviors. Strategies the district may implement to achieve family involvement may include, but are not limited to:

1. Providing nutrition information and seminars to parents/guardians in the forms of Newsletters, handouts, presentations or other appropriate means.
2. Providing parents/guardians a list of healthy snack suggestions available to print from SPS wellness/nutrition services website. The SPS wellness policy is also available to provide guidance for school activities involving food.
3. Encouraging parents/guardians to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the district's nutrition standards for individual foods and beverages.
4. Providing opportunities for parents/guardians to share their healthy food practices with others in the school community.
5. Supporting efforts of parents/guardians to provide their children with opportunities to be physically active outside of school.
6. Providing information about physical education and other school-based physical activity opportunities available to students before, during and after the school day via the district's website, social media, newsletter, other take-home materials, special events or physical education homework.
7. Encouraging parents/guardians to volunteer time in the classroom, cafeteria, school garden, or at special events that promote student health.
8. Designing curricular nutrition education activities and promotions to involve parents/guardians and the community.
9. Providing monthly menus available to print from the SPS website, as well as nutritional content and allergen information for menu items.
10. Disseminating information about community programs that offer nutrition assistance to families.
11. Providing Supper Meal Programs at participating schools.

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12. Providing information in the native language of the parent/guardian when practical, as well as in a form that is understandable to parents/guardians.

Marketing and Advertising

Marketing in district facilities will be consistent with the goals of the district's wellness program and comply with Board policy. Food and beverage marketing will be limited to the promotion of foods and beverages that meet USDA's "All Foods Sold in Schools" Standards. Food marketing in schools includes branded food sales; direct advertising on school property and facilities (through television, radio, posters, and print advertising); exclusive agreements to sell only products from a particular manufacturer; sponsorship of school programs, incentive programs, and supplementary educational materials; fundraising programs; free samples and coupon giveaways; and digital marketing.

Tobacco and/or alcohol advertising are not permitted on district property, at district-sponsored events or in district sponsored publications.

Meal Times

Students are not permitted to leave school campus during the school day to purchase food or beverages. Meal times will comply with the following guidelines:

1. Meal times will provide students with at least 10 minutes to eat after sitting down for breakfast and 15 minutes after sitting down for lunch. Encourage use of continuous serving schedule at elementary level.
2. Activities such as tutoring or meetings will not be held during mealtimes unless students may eat during such activities.
3. Students will have access to hand-washing facilities and/or hand sanitizers before they eat meals or snacks.
4. Students will be encouraged to socialize during meals.
5. The cafeteria will be clean, orderly and inviting.
6. Adequate seating and supervision will be provided during meal times.
7. At the elementary level, lunch periods will follow recess periods when possible.
8. Snacks- Fresh Fruit and Vegetable Program (FFVP) is offered at qualifying schools.
9. Free drinking water must be accessible to students during school meals.

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Outdoor Air Quality

During the ozone season [defined as: usually in late summer when levels of ozone in the troposphere can reach dangerous levels. The increase in ozone during this time has more to do with seasonal wind currents delivering the chemical reaction ingredients and sunshine, rather than a region's actual production of pollutants (e.g. a rural area can have soaring levels of ozone due to a distant urban area spewing pollutants that the wind takes to the countryside)]-the district Health Services Department will work with the Springfield Greene County Health Department to establish a means of evaluating and monitoring the Air Quality Index (AQI) and will make recommendations to district administration for interventions.

SPS is a tobacco-free district. Cigarette smoking, including the use of electronic cigarettes or vaping devices, will not be permitted on school property, including where it is visible to students.

Indoor Air Quality

The district Safety Committee, Health Services and General Services Center Administration will set guidelines for establishment of indoor air quality. Guidelines will include procedures for reporting building concerns, testing, and/or making recommendations for improvements/corrections of indoor air quality issues.

Staff Development and Training

All staff will be provided with ongoing training and professional development related to all areas of student wellness. The pre-service and ongoing in-service training will include teaching strategies for behavior change and will focus on giving teachers the skills they need to use non-lecture, active learning methods. Staff responsible for nutrition education will be adequately prepared and regularly participate in professional development activities to effectively deliver the nutrition education program as planned. Staff responsible for implementing the physical education program will be properly certified and will regularly participate in area-specific professional development activities.

Qualified nutrition professionals will administer the district meal programs and will receive ongoing, area-specific professional development. The district will provide continuing professional development for all district nutrition professionals. Staff development programs will include appropriate certification and/or training programs for Director of Nutrition Services, school nutrition managers and cafeteria workers, according to their levels of responsibility.

Staff Wellness

The School District of Springfield R-12 highly values the health and well-being of every staff member. The district will offer staff wellness programs that include education on nutrition, healthy eating behaviors and maintaining a healthy weight for optimal health. The district will establish and maintain a staff wellness committee. A representative of the staff wellness committee will serve as a member of the district wellness committee. The staff wellness committee will develop, promote and oversee a multifaceted plan to promote staff health and wellness. The plan will be based on input solicited from district staff and will outline ways to encourage healthy eating, physical activity, sun safety and other elements of a healthy lifestyle. The staff wellness committee will distribute its plan to the wellness program committee annually.

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Sun Safety

"Sun safety" describes a range of behaviors that include wearing appropriate clothing, applying sunscreen and limiting sun exposure. The sun safety program will focus on outdoor behavior and will be developmentally appropriate, active, engaging and taught in lessons that emphasize the positive benefits of sun safety. Sun safety education will be designed to assist students with:

1. Knowledge about the harmful effects of the sun and ways to protect skin.
2. Sun-safe skills, including the correct use of protective clothing, hats, sunglasses, sunscreen and lip balm as well as seeking shade and limiting sun exposure when possible and practical during the hours of peak sun intensity.
3. Knowledge about how to assess personal sun safety habits, set goals for improvement and achieve these goals.

Tobacco, Alcohol and Other Drugs (T.A.O.D) Abuse

T.A.O.D use prevention education will focus on all grades with particular emphasis on middle school and reinforcement in all later grades. Instructional activities will be participatory and developmentally appropriate. T.A.O.D use prevention education programs will be implemented in accordance with Board policy, relevant administrative procedures and law.

Education methods will include but not be limited to: age-appropriate videos – Smoking Makes Me Ugly (6th grade); Pills are Not a Party- Greene County Alliance (6th grade); Don't Meth with Us- Springfield Southeast Rotary Club (5th Grade).

Oversight and Evaluation

The wellness program coordinators are responsible for monitoring implementation of the district wellness program by:

1. Assuming responsibility for the assessment of existing policies and procedures.
2. Prioritizing wellness goals and writing work plans for each goal.
3. Measuring implementation of the district wellness policy and procedure.
4. Ensuring that the district meets the goals of the wellness policy and procedure.
5. Reporting to the Board on compliance and progress.

Monitoring

The Nutrition Services Director/authorized representative will monitor (at least once per semester) the food service areas including vending machines, for compliance with the district's nutrition guidelines and will report on this matter to the wellness program coordinators.

The program coordinators will develop an annual summary report based on input from schools within the district regarding district-wide compliance with the district's wellness policies. The report will be provided to the Board of Education and made available as requested.

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Performance Indicators

The wellness committee will review district wellness data. The committee will use indicators to measure the impact of the district wellness program. The performance indicators include but are not limited to the following:

1. School Health Index
2. Physical fitness reports (5th, 7th, and 9th grades)
3. Weight status or body mass index (BMI)
4. Number of healthy food items available in vending machines
5. Number of discipline problems
6. Achievement levels of students
7. Student Absenteeism
8. Number of staff who participated in training and development related to student wellness
9. Grant evaluation requirements
10. Health Inspections for kitchens
11. Missouri Department of Elementary and Secondary Education (DESE) compliance audits

Policy Review

The wellness program coordinators will provide policy revision recommendations to the Board of Education based on the analysis of the compliance indicators. The Board will revise the wellness policy as it deems necessary. Administrative procedures will be revised accordingly.

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Reference: Molnar A, Boninger F, Wilkinson G, Fogarty J, and Geary S. Effectively Embedded: *Schools and the Machinery of Modern Marketing- The Thirteenth Annual Report on Schoolhouse Commercializing Trends: 2009-2010*. Commercialism in Education Research Unit, National Education Policy Center, 2010. P.2-6.

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