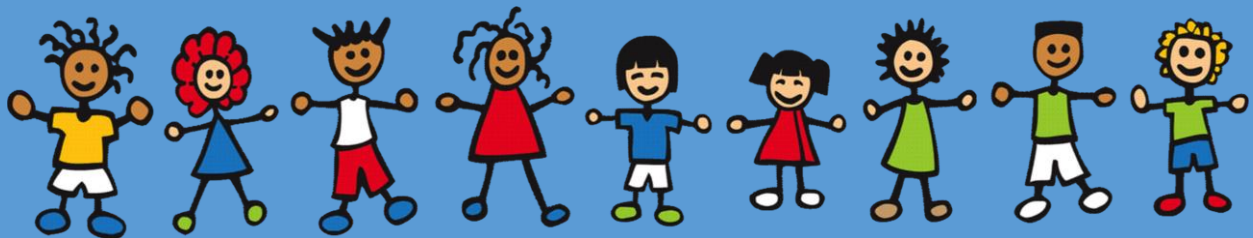


School Food Service Presents...

# HEALTHY SCHOOL TEAM PLAYBOOK



### **Purpose of a Healthy School Team:**

- Federal Mandate required by the USDA to be established beginning with the FY 2015-2016.
- To create and support a wellness culture on the school campus to promote academic, nutritional, physical and emotional health and excellence to students and staff.
- The Healthy School Team is responsible for:
  - Ensuring compliance with state and federal rules involving competitive food and beverage items sold on a school campus.
  - Identifying the dates and items when exempted competitive food fundraisers occurred in accordance with the parameters defined by School Board Policy 6.185.
  - Reporting the school's compliance with competitive food rules to the School Food Service Department.

### **Responsibilities of the Healthy School Team Leader:**

- Facilitate Regular Meetings with the Healthy School Team Members to:
  - Share Expectations / Motivate the Team
  - Gather Ideas to Incorporate Wellness Practices and Fundraisers
  - Assign/Allocate Responsibilities (when necessary)
  - Monitor and Gauge Progress
    - What's working well? / What needs tweaking?
  - Share Successes
    - What changes can be seen?

### **Potential Members with Multi-Facets Perspectives:**

- School Administrator(s)
- School Health Professionals
- Wellness Champion/Designee
- Physical Education Teachers
- School Food Service Representative
- Teachers (Science, Health, STEM, STEAM)
- Parents
- Students
- Community Members

### **Healthy School Team Tools – See Appendix:**

- Kick-Off Meeting Invitation
- Kick-Off Meeting Agenda
- Fundraising Tracker
- Vending and School Store Tracker
- Healthy School Team Monitoring Tool
- Simple Ways to Begin the Path of a Wellness Culture
- Resources

**REGULATIONS, RULINGS AND POLICY:**

**FDACS Competitive Foods (FAC 5P-1.003) and Smart Snacks (7CFR 210.11)**

The USDA Competitive Foods Regulation (Smart Snacks), effective July 1, 2014, affects all food sold on campus. Florida subsequently revised their Administrative Rule (FDACS 5P- 1.003) related to food sold on campus. The following is a summary of these new requirements.

**USDA Competitive Foods Regs (Smart Snacks),  
Florida Rule (FDACS 5p-1.003), and School District Policy (6.185)  
Summary**

- All food **SOLD** to students on campus from midnight to 30 minutes after the end of the school day, in vending machines, during fundraisers and other activities must meet the requirements of the 7 CFR 210.11 (Smart Snacks Rule - see chart below). After-school events, off-campus events and non-food based sales are not affected by this rule.
- Carbonated zero-calorie or diet beverages are allowed to be sold, in high schools (9-12) only, in both vending and by Food Service.
- No ready-to-eat combination foods consisting of a meat/meat alternate (protein) and grain (ex: hamburger, sandwich, chicken biscuit) can be sold outside of the Food Service program during the school day.
- Food and Beverages sold in Vending Machines must comply with the “USDA Smart Snacks in School Standards” at all times.
- Competitive Food Fundraisers
  - Elementary – 5 days of exemptions
  - Middle School – 10 days of exemptions
  - High School – 15 days of exemptions
- Sale of Competitive Foods May Occur:

School Type	Competitive Food Time Requirements
Elementary Schools	30 minutes after last lunch period
Middle Schools / Combination Schools	30 minutes after last lunch period
High Schools	Anytime EXCEPT when meals are served

- All schools must establish a Healthy School Team consisting of students, parents, food service program staff, administration and physical education teachers to be responsible for the following:
  - Ensuring compliance with state and federal rules involving competitive food and beverage items sold on a school campus.
  - Identifying the dates and items when exempted competitive food fundraisers occurred in accordance with the parameters defined by School Board Policy 6.185.
  - Reporting the school’s compliance with competitive food rules to the School Food Service Department.

Smart Snacks Rule Nutritional Requirements

Food	Requirement
Calories	Entrée: <350 Calories/Serving
	Snack: <200 Calories/Serving
Fat	<35% of Total Calories From Fat as Packaged/Served
Saturated Fat	<10% of Total Calories From Fat as Packaged/Served
Trans Fat	Zero Trans Fat/Serving as Packaged/Served
Total Sugar	<35% of Weight of Total Sugars Per Item
Sodium	Entrée: <480 mg
	Snack: <230 mg
Grain	Must Be Whole-Grain Rich (<50% Whole Grain) or Have Fruit, Vegetable or Dairy Product as First Ingredient
Combination Foods	Must Contain Either 1/4 Cup Fruit or Vegetable
<b>Beverages</b>	
Elementary and Middle Schools	<ul style="list-style-type: none"> <li>• Water, Plain Carbonated or Non-Carbonated, Any Size.</li> <li>• Milk, Unflavored Low-Fat or Non-Fat and Flavored, Non-Fat (8 oz max)</li> <li>• 100% Fruit or Vegetable Juice (8oz max)</li> <li>• 100% Fruit or Vegetable Juice Diluted With Water, Carbonated or Not (8oz max)</li> <li>• No Caffeine Allowed</li> </ul>
High Schools (Grades 9-12 Only)	<ul style="list-style-type: none"> <li>• All Above Options with 12 oz. max</li> <li>• Calorie-Free Flavored Water, Carbonated or Not (20oz max)</li> <li>• Calorie-Free (20 oz. max) or Low-Calorie (12 oz. max) Carbonated Beverages</li> <li>• No Time or Location Restrictions on Approved Beverages</li> <li>• No Caffeine Restrictions</li> </ul>

Link to Smart Snacks Calculator:



<http://www.palmbeachschools.org/sfs/smart-snacks.asp>

# Appendix

**NOTE:**

All items from the appendix are available via email.

Send request to:

[Jeannine.Rizzo@palmbeachschools.org](mailto:Jeannine.Rizzo@palmbeachschools.org)

Kick-Off Invitation Template:

# YOU'RE INVITED... JOIN THE TEAM!

Be a champion for health and wellness at  
School Name!



Join us to kick-off our  
**HEALTHY SCHOOL TEAM** for  
the 2015-2016 School Year

Date: August XX, 2015  
Time: 6:00 – 7:00 pm  
Location: School Name Cafeteria

“Kick-Off Meeting Agenda” Template:

# Healthy School Team Kick-Off Meeting Agenda

August XX, 2015

6:00 – 7:30 pm

- |         |   |
|---------|---|
| 6:00 pm | Welcome & Introductions   |
| 6:15 pm | Define Healthy School Team<br>Responsibilities of the Healthy School Team   |
| 6:30 pm | Smart Snacks 101<br>Competitive Food Rules <ul style="list-style-type: none"><li>• What and when Smart Snacks can be sold</li><li>• Fundraiser exemption guidelines</li></ul> |
| 7:00 pm | District Wellness Policy & Goals  |
| 7:15 pm | Goals of the Healthy School Team<br>Tools and Resources<br>Topics for Next Meeting  |
| 7:30 pm | End   |









# Healthy School Team Monitoring Tool

This is a practical tool that may assist the Healthy School Team begin to work toward a wellness culture or to continue down the path already started.

- The Healthy School Team should consist of: parents, students, school food service program representatives, school administrators, school health professionals, physical education teachers and community members.
- The Healthy School Team is responsible for:
  - Ensuring compliance with state and federal rules involving competitive food and beverage items sold on a school campus.
  - Identifying the dates and items when exempted competitive food fundraisers occurred in accordance with the parameters defined by School Board Policy 6.185.
  - Reporting the school’s compliance with competitive food rules to the School Food Service Department.

1. What are the guidelines of our school pertaining to food sales? List all types of sales including the sale of non-food items in combination with food items.

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2. What is our process for determining compliance with non-packaged or recipe food items? (HINT: Use the Smart Snack Calculator which is available on the District’s website).

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3. Identify where students at our school are able to purchase foods during the school day and answer the questions below.

Location	Entity Responsible			Time Compliant? (Yes/No)	Smart Snack Compliant? (Yes/No)
	School Food Service (SFS)	School	Contact Name(s)		
Cafeteria					
Vending Machines*					
School Store(s)					
Snack/Coffee Bar					
Concession Stand					
Fundraisers					
Other (Specify)					

**Refer to School Board Policy 6.185**

\*Food and Beverages sold in Vending Machines must comply with the “USDA Smart Snacks in School Standards” at all times.

School Type	Competitive Food Time Requirements
Elementary Schools	30 minutes after last lunch period
Middle Schools / Combination Schools	30 minutes after last lunch period
High Schools	Anytime EXCEPT when meals are served

*Fundraisers on weekends, off-site, or during non-school hours are NOT subject to competitive food rules.*

4. Describe how our school is working to meet the goals of District’s Wellness Promotion Policy 2.035. The questions below will be included on the annual survey:

- a. Who are the members of the Healthy School Team at our school and what is their official role? (Example: SFS Manager, Health Teacher, Student, etc.)

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- b. How does our school ensure that students have enough time to consume meals?  
(Breakfast: 15 minutes minimum and Lunch: 20 minutes minimum)

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- c. How does the school cafeteria at our school provide students with educational resources pertaining to Nutrition?

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- d. In addition to food and beverages sold on our campus, we have established nutritional requirements in the following areas. Describe details:

Classroom Parties:

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Fundraisers:

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Evening and/or Community Events:

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- e. How do the employees at our school promote and adhere to the Tobacco Free Environment “No Use” policy regarding tobacco, illegal drugs and alcohol consumption set forth in School Board Policy (7.19)?

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- f. What protocols are followed and what counseling resources available on our campus to address the academic, social and emotional well-being needs of all students attending our school?

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- g. What protocols does our school follow to encourage students to walk, bike or roll to school?

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- h. What resources are classroom teachers currently using to provide activity breaks throughout the school day such as Go Noodle, Adventure to Fitness (ATF) or others?

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- i. Which grades at our school participate in recess in addition to physical education and how often does recess take place?

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- j. How often do students in grades K-5 receive physical education instruction from the physical education teacher?

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- k. What health and wellness training is available to the staff at our school?

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- l. How does the staff at our school receive updates regarding wellness initiatives including the Wellness Rewards program, healthy campaigns, etc.?

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m. How is “Environmental Stewardship” implemented and demonstrated in daily school practices through recycling, energy conservation, the protection of indoor air quality, etc. at our school?

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5. Describe how school administration, staff, parents, students, and community members are involved in the implementation of the wellness culture on our school campus.

School Administration:

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Staff:

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Parents:

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Students:

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Community Members:

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6. If our school has implemented wellness practices that are more robust than what is stated in the District’s policy, please explain.

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7. These will be the members on our Healthy School Team in FY17:

School Role	Name	Email Address
* Wellness Designee (AP)		
*Wellness Champion / Include Official School Role		
*PE Teacher		
*SFS Manager		
*Guidance Counselor		
*School Nurse		
Parents		
Students		
Community Members		

\*Indicates a CORE team member – core members are recommended team members.



### Simple Ways to Begin on the Path to a Wellness Culture:

#### Create a Wellness Culture

- Take one step at a time!
- Sometimes when we look at where we are and where we have to go, the journey seems daunting. Instead begin where you are and take the first step, then take the next step, and so on. Before you know it, you will have created a wellness culture within the school.

#### Demonstrate Desired Behaviors

- Be an excellent role model. In addition to structured learning, we all learn by watching others. On school campuses, administrators and teachers set the tone. Be stewards of wellness so that other emulate those behaviors.
  - Eat Breakfast Everyday
  - Drink Plenty of Water
  - Walk! Whenever possible, exercise your legs -- take the longer route to the destination, park the furthest away from the building.

#### Allocate Supplies and Resources to Support Health and Wellness

- Water Bottles
- Pedometers
- Additional Funding

#### Encourage Health and Wellness Activities and Practices

- Healthy Fundraisers & Events (Runs, Walks, Dances, Health Fairs, Fresh Markets)
- Reach Out to Community Members – Invite Speakers to Inspire Wellness
- Frequent Brain Breaks (Go Noodle, Stretching in Class)
- Recess before Lunch
- Structured Recess
  - Class Games / Sports – Kickball, Softball, Volleyball
  - Walking Trail
- Dig In! - Incorporate the School Garden
  - Walk through the garden
  - Recharging / Regrouping Time / Meditation
  - Utilize the Garden as an Outdoor Classroom
    - Math Lessons
      - Perimeter, Area, Measurements, Radius, Circumference, etc.
    - Science Lessons
      - Evolution of Plants
      - Growth Process
      - Harvesting / Seasons / Maturation Process
    - Health / Nutrition
    - Planning
      - Create a Garden if your school doesn't have one
  - Garden Maintenance
    - Weeding, Raking, Planting

### Resources:

#### Nutrition

- Nutrition Webpage  
<http://www.palmbeachschools.org/sfs/>
- Nutrition Specialist  
[Jamie.McCarthy@palmbeachschools.org](mailto:Jamie.McCarthy@palmbeachschools.org)

#### Wellness

- **School Based Wellness**
  - Healthy School Teams Webpage  
<http://www.palmbeachschools.org/sfs/healthyschoolteams.asp>
  - Assistant Wellness Coordinator  
[Jeannine.Rizzo@palmbeachschools.org](mailto:Jeannine.Rizzo@palmbeachschools.org)
- **District Wellness**
  - Wellness Promotion Task Force Webpage  
<http://www.palmbeachschools.org/sfs/wellness.asp>
  - Nutrition and Wellness  
[Magdalena.Prieto@palmbeachschools.org](mailto:Magdalena.Prieto@palmbeachschools.org)
- **Employee Wellness**
  - Employee Wellness Webpage  
<http://www.palmbeachschools.org/riskmgmt/wellness2/index.asp>
  - Wellness Coordinator  
[Carlye.Farbrikant@palmbeachschools.org](mailto:Carlye.Farbrikant@palmbeachschools.org)

#### Gardens

- [School Garden Development Guide](#)
- [Garden Webpage](#)
- [Garden Newsletter – Let’s Grow](#)
- School Garden Liaison  
[Jeannine.Rizzo@palmbeachschools.org](mailto:Jeannine.Rizzo@palmbeachschools.org)