



Pasco County Schools

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

July 25, 2016

Principals/School Fundraiser Coordinators:

The Healthy Hunger Free Kids Act of 2010 included the Smart Snacks in School: USDA's "All Foods Sold in Schools" Standards which in turn, prompted the recent changes to the District Student Wellness Policy and Procedures. The Florida Department for Agriculture and Consumer Services (FDACS) published rule 5P-1.003 to further support these efforts and requires each Florida district school board to establish a Healthy School Team (HST) for all schools under its jurisdiction. For your convenience, the HST can be included as a part of your regular SAC meetings, published agendas, and minutes. HST members must include 5 out of the 7 below stakeholders:

- Parents (i.e. SAC Member)
- Students (i.e. SAC Member)
- School food service representatives (i.e. Cafeteria Manager)
- School administrators (i.e. SAC Member)
- School health professionals (i.e. School Nurse, School Clinic Assistant)
- Physical education teachers
- The Public/Community Partners (i.e. SAC Member)

Every school will be required to report their HST members, designated HST Leader, and scheduled meetings, by September 30th, 2016. Throughout the school year, additional information, including the attached HST Self-Assessment Monitoring Tool, will be required to be submitted. This packet includes resources to help you navigate the required changes and school responsibilities.

If fundraisers are conducted outside of school areas, or 30 minutes after the last bell, the Smart Snack Standards regulations will not apply. All other fundraisers must comply with the Smart Snack Standards. However, there are a certain number of allowable exemptions by grade level per school year that have been determined by the State of Florida. The Student Wellness Policy Council has worked with Internal Audits & Finance to update the Fundraising Activities & Revised Fund Raising Activity Application/Recap MIS Form #176 for the 2016-17 school year (see attached). Please look at the chart below and refer to the "Fundraising Regulations and Procedures" packet on the Student Wellness Website for more information.

GRADE LEVEL	NUMBER OF ALLOWABLE EXEMPTIONS/Year
ELEMENTARY	None
MIDDLE	10
HIGH	15

Please feel free to contact Sarah Wood (studentwellness@pasco.k12.fl.us) with any questions regarding these new requirements. The Student Wellness Policy Council thanks you for your support in our District's Wellness Mission!

Sincerely,

Julie Hedine, Director
Food & Nutrition Services
813/ 794-2435 727/ 774-2435
352/ 524-2435 Fax: 813/ 794-2118
E-mail: jhedine@pasco.k12.fl.us

Additional packets & resources are available on the student wellness website:

<http://pascostudentwellness.pasco.k12.fl.us/>

(813) 794-2000 • (352) 524-2000 • (727) 774-2000 • www.pasco.k12.fl.us

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ESTABLISHING HEALTHY SCHOOL TEAMS

Schools across Florida continue taking positive steps towards creating healthier school environments. Recently, the United States Department of Agriculture (USDA) published Smart Snacks in School nutrition standards to ensure that students are only offered nutritious foods and beverages during the school day. USDA also proposed expanding Local School Wellness

Policies to include Smart Snacks in School nutrition standards and bring in additional stakeholders. Healthy School Teams will support the healthy advancements already being made within schools.

The **Healthy School Teams** will be involved in ensuring the successful execution of the USDA proposed rule on Local School Wellness Policy Implementation under the Healthy, Hunger-Free Kids Act of 2010. The final rule is expected to be announced by the summer of 2015.

Responsibilities of the Healthy School Team:

- Ensuring compliance with the USDA's Smart Snacks in School nutrition standards and Florida's competitive food rule;*
- Maintaining a school calendar identifying the dates when exempted competitive food fundraisers will occur; and
- Reporting its school's compliance with the rule to the person(s) overseeing the Local School Wellness Policy.

*The Florida Department of Agriculture and Consumer Services (FDACS) published rule 5P-1.003 to further support the efforts of school food service staff, school administrators, teachers, parents and the school community. Florida rule 5P-1.003 requires each district school board to establish a Healthy School Team for all schools under its jurisdiction by June 30, 2015. Visit FDACS' Smart Snacks resource page at FreshforFloridaKids.com for more information.

A **Healthy School Team** should include, but is not limited to, the following stakeholders:

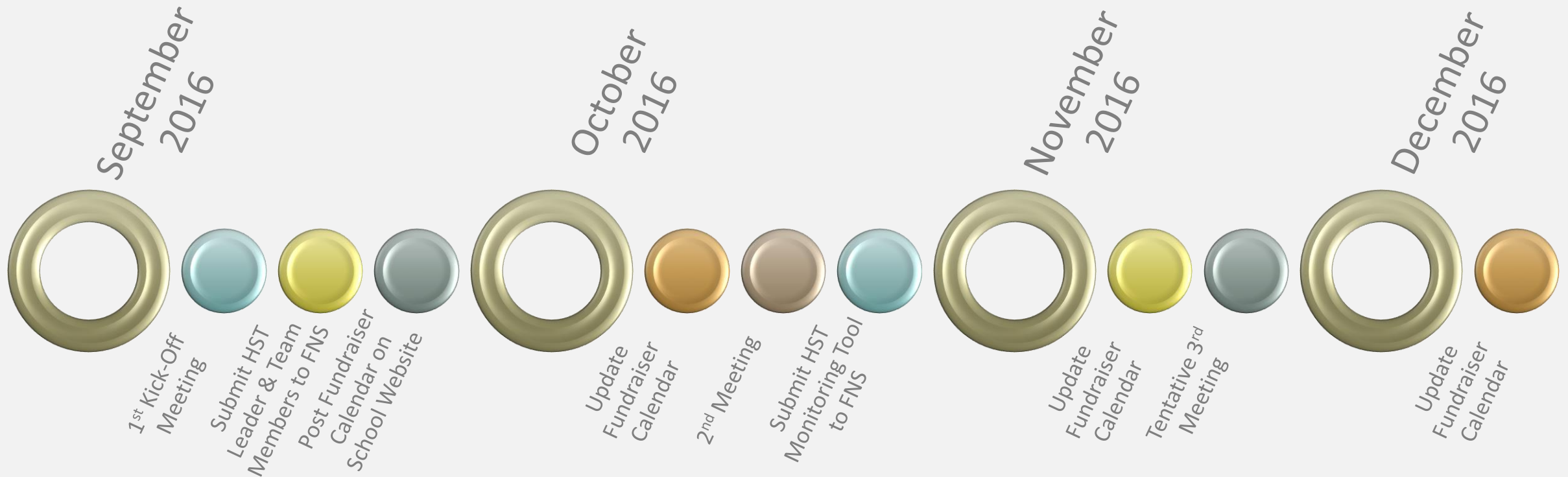
- Parents
- Students
- School food service program representatives
- School administrators
- School health professionals
- Physical education teachers
- The public

For a summary of USDA's proposed Local School Wellness Policy rule visit: <http://www.fns.usda.gov/sites/default/files/LWPpproprulesummary.pdf>



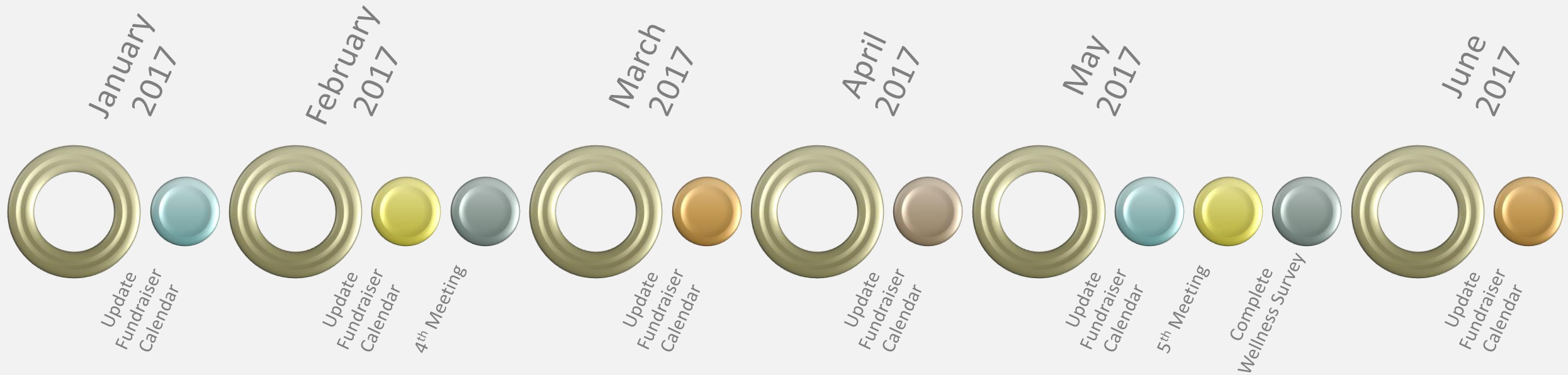
Healthy School Teams 2016-17 SY

Timeline of Responsibilities August – December 2016




Healthy School Teams 2016-17 SY


Timeline of Responsibilities January - June 2017




Pasco County Schools


Healthy School Teams(HST): Explanation of Responsibilities


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- **Meetings:** Kick-Off meeting is to be conducted by the end of September, 2nd meeting in October to complete HST Monitoring Tool (Self-Assessment), 3rd meeting in November or December, 4th meeting in February, and 5th meeting in May. Meeting agendas, minutes, and sign-in sheets must be kept on file at school site. The HST can be included in conjunction with SAC Meetings, published agendas, & minutes for your convenience

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- **HST Members:** HST Leader (primary contact person) and Members must be emailed to FNS by September 30th, 2016. HST members must include 5 out of the following 7 stakeholders: Parents, Students, School food service representative, School health professionals, Physical education teachers, & the Public/Community Partners. Stakeholders can be SAC members as well for ease of recruiting & implementation.

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- **School Fundraiser Calendar:** Each school must have a fundraiser calendar and indicate “Exemptions” days. It does not have to be a separate calendar, but must be posted on school website by September 30th, 2016 and be kept up-to date. The calendar will be monitored for compliance.

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- **Healthy School Team Monitoring Tool:** HST Self-Assessment must be completed by HST team and submitted to FNS by October 31st, 2016

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- **Wellness Survey:** The Student Wellness Policy Implementation Survey is required to be completed by each school’s Administrator or appointed designees (i.e. HST) by TBD April deadline. Survey compliance is now federally audited & therefore mandatory.

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- **Student Wellness Policy Council Coordinator:** Sarah Wood, RD, LD/N, FNS Nutrition & Wellness Specialist
(813)794-2436 studentwellness@pasco.k12.fl.us

HEALTHY SCHOOL TEAM MONITORING TOOL

The Healthy School Team should consist of: parents, students, school food service program representatives, school administrators, school health professionals, physical education teachers and the public. 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;
 - Maintaining a school calendar identifying the dates when exempted competitive food fundraisers will occur in accordance with the limits defined by Florida rule.
 - Reporting its school's compliance with competitive food rules to the designated Local Educational Agency (LEA) official or school official responsible for overall compliance with the local school wellness policy.
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1. What are the school's food sale policies? List all types of sales to include the selling of non-food items in combination with food items.

2. What is the school's process for determining compliance with non-packaged or recipe food items (combination foods that do not have a label)?

3. How does the school account for accompaniments/condiments when determining whether food items meet the Smart Snack standards?

4. Are exempt leftover school breakfast and lunch entrees only sold the same day, or the day after, they are initially offered? Explain.

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

Check below if foods/beverages are sold to students	Location	Entity Responsible		
		School Food Authority (SFA)	Local Education Agency (LEA)	Contact Name(s)
	Cafeteria			
	Vending machines			
	School store(s)			
	Snack/coffee bar			
	Concession Stand			
	Fundraisers			
	Other (please specify)			

Answer the following questions:

- Do foods and beverages sold to students during the school day*, in the locations identified above, meet **Smart Snacks** standards?
- If a combination school, do beverages meet requirements for the youngest age.
- Do school-sponsored fundraisers, which include the sale of food items, occur at least thirty (30) minutes after the conclusion of the last designated meal service period?
- Is the food service department the only entity permitted to sell ready-to-eat foods consisting of meat/meat alternate and grain products on non-exempt days?

YES

NO

N/A

* **School day** is defined as 12 am on a day of instruction to 30 minutes after the end of the official school day. Fundraisers on weekends, off-site, or during non-school hours are not subject to competitive food rules.

6. If the district and school allows for exempted fundraisers, are the state-defined limits observed.

School Type	Maximum Number of School Days To Conduct Exempted Fundraisers	YES	NO	N/A
Elementary Schools	0 days			
Middle School/Junior High Schools	10 days			
Senior High Schools	15 days			
Combination Schools	10 days			

7. Describe how the school is working to meet the goals of the Local School Wellness Policy (LSWP); include the extent to which the school is compliant with the LSWP and the progress made toward attaining the goals of the LSWP.

8. Describe how parents, students, school administration and staff, and the community are involved in the implementation of the LSWP at the school.

9. If the school has implemented wellness practices that are stricter than what is stated in the LSWP, please explain.

ENTER FOR A CHANCE TO WIN A FREE CASE OF SMART SNACKS!



Schools that submit the names of their **Healthy School Team** members to Food & Nutrition Services by September 30th, 2016, will be entered into a raffle for a **case of Smart Snacks!**

* Many will enter, 10 will win.
Raffle will be drawn October 2016



Healthy School Teams

Resource Materials

All materials are available for download to customize at:

<http://connect.pasco.k12.fl.us/pcs-wellness/>

- **General Information Flyer for Healthy School Teams (p.3)**
 - Provide this information sheet at school registration for parents, PTA/PTO/SAC meetings, staff meetings, etc.
- **Sample Agenda for Kick-off Meeting (p.12)**
 - This customizable agenda is already laid out and ready to go; just add your school information and enjoy your first meeting!
- **Sample Fundraiser Calendar (p.13)**
 - All fundraisers are required to be posted on an online accessible school calendar; exempted fundraisers in secondary schools will need to be distinguished from allowed fundraisers as displayed in the sample calendar. The digital sample calendar can be provided as a tool for any appropriate stakeholders that assist in organizing fundraisers. I.e. PTA/PTO meetings to add upcoming fundraisers.
- **8510 Student Wellness Policy & Procedures (p. 14-17)**
 - Provide to all school-related personal, PTA/PTO/SAC members, etc.
- **Student Flyer for Healthy School Teams (available online)**
 - Choose the grade-level appropriate message that fits your students best!
- **Parent Flyer for Healthy School Teams (available online)**
 - Get the word out to parents at your school registration (i.e. volunteer tables), PTA/PTO/SAC meetings, school website, social media, etc.
- **Sample Invitation (available online)**
 - Customize this invitation for your school's first kick-off meeting to invite students and display at your school registration, on your school website, school newsletter, on social media, and in the classroom. Encourage Student Council Members and other student organizations to join in!

Healthy School Team Kick-Off Meeting Agenda

August 15, 2016

6:00 – 7:30 pm

- 6:00 pm Welcome & Introductions
- 6:15 pm What is a Healthy School Team?
Responsibilities of the Healthy School Team
- 6:30 pm Smart Snacks 101
Florida Competitive Food Rules
- Who, what and when Smart Snacks can be sold
 - Fundraiser exemption guidelines
- 7:00 pm Local School Wellness Policy Committee & Goals
- 7:15 pm Goals of the Healthy School Team
Tools and Resources
Topics for Next Meeting
- 7:30 pm End



School Name: SAMPLE

September 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Labor Day	6	7	8	9 Ice Cream Fundraiser* Bike Raffle	10
11	12 Magazine Subscription Fundraiser	13 Magazine Subscription Fundraiser	14 Magazine Subscription Fundraiser	15 Magazine Subscription Fundraiser	16 Magazine Subscription Fundraiser	17
18	19	20	21	22	23 Bake Sale*	24 Student Art Auction
25	26	27	28	29	30 Photo Booth Friday Fundraiser	

***Exempted Fundraiser - Can only occur in secondary schools at least 30 minutes after the conclusion of the last designated meal service period.**

8510 - STUDENT WELLNESS POLICY

The Board is committed to provide a school environment that enhances learning and development of lifelong wellness practices. The District shall promote school environments that encourage and protect children's health, well-being, and ability to learn by supporting healthful nutrition and physical activity.

The Board establishes the following goals in an effort to enable students to adopt good health and nutrition habits:

- A. With regard to nutrition education, healthful living skills shall be taught through interdisciplinary programs in all grade levels based upon State standards and goals identified in the Student Wellness Policy Procedures.
- B. With regard to physical education and physical activity, physical education and physical activity shall be an essential element of all schools' curriculum. The instructional program will instill patterns of meaningful physical activity which foster a healthy lifestyle and meet the goals identified in the Student Wellness Policy Procedures.
- C. With regard to other school-based activities, school-based activities shall support and value the social and emotional well-being of students, families, and staff to build a healthy school environment and meet the goals identified in the Student Wellness Policy Procedures..
- D. With regard to nutrition standards, the District will provide nutrition guidelines/standards, consistent with the US Department of Agriculture (USDA) Smart Snack Standards, for all food served and/or sold on each school campus during the school day and meet the goals identified in the Student Wellness Policy Procedures.
- E. With regard to nutrition promotion, the District and school culture should consistently project positive nutrition and lifestyle messages throughout the entire campus and at all school activities and meet the goals identified in the Student Wellness Policy Procedures.
- F. The District assures that the guidelines for the reimbursable meals are not less restrictive than the guidance and regulations issued by the USDA.

The Superintendent will establish and support a Student Wellness Policy Council to oversee development, implementation, and evaluation of the Student Wellness Policy and Procedures. All stakeholders may participate in the activities of the Student Wellness Policy Council.

The Student Wellness Policy Council shall conduct periodic reviews of the progress toward implementation of the Student Wellness Policy Procedures, identify areas for improvement, revise procedures as necessary, and make recommendations to the Board for changes in the Student Wellness Policy as needed.

The Superintendent will designate one or more District or school officials, as appropriate, to ensure that each school complies with the Student Wellness Policy. Principals shall ensure that the Student Wellness Policy Procedures are implemented.

The Student Wellness Policy Council shall prepare and submit an annual report to the Board regarding the progress toward implementation of the Student Wellness Policy and Procedures.

42 U.S.C. 1751 et seq.

42 U.S.C. 1771 et seq.

F.S. 1001.41(2), 1001.42, 1001.43, 1006.06, 1006.0605, 1006.0606

F.A.C. 6A-7.0411

P.L. 108-265, Section 204

Revised 12/16/14 © **Neola 2014**

8510 Wellness Policy Procedures

Nutrition Education

- A. Health/Nutrition standards shall be integrated into the core curriculum areas when applicable.
- B. Health/Nutrition standards should be aligned with existing courses (i.e., HOPE course, physical education, career and technical courses).
- C. Health/Nutrition education will involve sharing information and resources with families and the broader community to positively impact students and the health of the community.

Physical Education/Activity

- A. Physical education classes shall be available at all grade levels.
- B. Physical activity shall be integrated across curricula and throughout the day.
- C. Schools should provide a physical and social environment that encourages safe and enjoyable activities for all students. Accommodations shall be made for students with limitations.
- D. Withholding of participation in physical activity should be discouraged as a form of consequence or punishment.
- E. The use of physical activity as a consequence or punishment should be discouraged.

Other School Based Activities

- A. Healthy School Teams (HST)
 - Each Pasco County school site is required to establish and maintain a Healthy School Team per the Florida Department for Agriculture and Consumer Services (FDACS) published rule 5P-1.003.
 - Healthy School Team members must include 5 out of the 7 below stakeholders:
 - Parents
 - Students
 - School food service representatives
 - School administrators
 - School health professionals
 - Physical education teachers
 - The Public/Community Partners
 - Each Pasco County school site is required to report and submit required HST documentation to the appointed District Student Wellness Coordinator.
- B. Fundraisers
 - Fundraising efforts shall promote healthful nutrition and physical activity. Community and business partnerships should be considered as an alternative to traditional food-based fundraising efforts.
 - The school day begins at midnight the night before until 30 minutes after the last school bell rings (Federal Register / Vol. 78, No. 125)

B. Fundraisers (continued)

- Food sales consumed during school hours:
 - Per the District's Competitive Foods Policy 8550, only the Food and Nutrition Services department shall sell food and beverages to students in elementary schools during regular school hours.
 - Sale of food items in secondary schools cannot occur until 30 minutes after the conclusion of the last designated meal service period. This does not apply to vending machines or snack bars if only selling Smart Snacks.
 - Only food items that qualify as a "Smart Snack" item may be sold in secondary schools unless the secondary school is using one of their allotted "exemption days".
 - Combination food fundraiser sales are prohibited (ex. Pizza, chicken sandwich) even as an exemption.
- C. Any food items sold on campus shall comply with District Policy 8550 regarding competitive sales.
- D. The use of non-food incentives or rewards is encouraged. When food is used, Schools should follow the Dietary Guidelines for Americans and Competitive Food / Beverage Guidelines recommended by the Smart Snacks in Schools: USDA's "All Foods Sold in Schools" Standards. <http://www.fns.usda.gov/cnd/governance/legislation/allfoods.htm>
 - Calorie Limits
 - Snack items: < 200 calories
 - Entrée items: < 350 calories
 - Sodium Limits:
 - Snack items: < 200 mg
 - Entrée items: < 480 mg
 - Fat Limits:
 - Total fat: < 35% of calories
 - Saturated fat: < 10% of calories
 - Trans fat: zero grams
 - Sugar Limits
 - < 35% of weight from total sugars in foods
- E. Schools should collaborate with students, teachers, administrators and families to plan and implement activities that encourage healthy behaviors in the school environment (i.e. Walking School Bus, Jump Rope for Heart, National Walk to School Day, etc.).
- F. Students should be provided an adequate amount of time to consume their meal with a minimum of 15 minutes after receiving their lunch from the line.

Nutrition Standards

- A. Nutritious and appealing foods and beverages, such as water, fruits, vegetables, low-fat dairy, and whole grain products, shall be available wherever and whenever food is sold or otherwise offered at school.
- B. Schools should allow bottled water (with cap) in classrooms to encourage hydration.
- C. Healthful food choices should be identified to encourage consumption.
- D. All foods that are available to students in the dining area, as well as foods that are served as classroom snacks and from vending machines should meet the following *Competitive Food*

Guidelines recommended by the *Smart Snacks in Schools: USDA's "All Foods Sold in Schools" Standards* as outlined in "Other School Based Activities", section B.

- E. When multiple food and beverage items are offered after school hours (i.e. holiday celebrations, concession stands, school carnivals) approximately 50% of those items should comply with the Competitive Food / Beverage Guidelines recommended by the Smart Snacks in Schools: USDA's "All Foods Sold in Schools" Standards.

https://schools.healthiergeneration.org/focus_areas/snacks_and_beverages/smart_snacks/product_calculator/

Nutrition Promotion

- A. Schools should include a goal for health and wellness in their School Improvement Plan.
- B. Schools are required to establish and maintain a Healthy School Team.
- C. Fundraiser Calendars are required to be posted on School websites.
- D. The District should use a variety of media to promote the making of sound food and lifestyle choices.
- E. The District should provide to students and parents access to the nutritional content of food and beverages in accordance with the Dietary Guidelines of the USDA.

Revised 7/26/16