

# MIAMI R-I SCHOOL DISTRICT WELLNESS/NUTRITION PLAN

MUSTANGS

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FEBRUARY 11, 2014

### FOOD SERVICE MISSION STATEMENT

The Miami R-I School will provide nutrition services that make the maximum contribution to health, nutrition, and education of our students and community by:

1. Providing well prepared meals that are served in a safe, friendly, pleasant environment.
2. Offering and encouraging students to make wise food and nutrition choices.
3. Contribute to the overall educational setting of the district by assisting in a healthy environment.

GOALS

1. Fulfill current and future program needs through organizational planning.
  2. Provide nutritious, appetizing, quality meals.
  3. Develop a plan for meeting student nutrition needs that reinforces healthy eating habits and attitudes.
  4. Establish and maintain proper food handling practices.
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**ADMINISTRATION AND MANAGEMENT  
POLICIES AND PROCEDURES**

**GOAL 1:** Fulfill current and future program needs through organizational planning.

**OBJECTIVE 1:** Establish policies and procedures to monitor and evaluate program operations in accordance with appropriate program regulations.

**ACTIVITY 1:** Provide food service employees with policies and procedures of the District including the nutrition services operation.

**PLAN OF ACTION:** Give a Copy of the Nutrition Policy manual to all food service employees as updated.

**PERSON RESPONSIBLE:** Principal

**TIME FRAME:** August of each year (if applicable)

**ASSESSMENT/OUTCOME:** All new staff members will have a copy of the Policy and Procedure Manual.

**ACTIVITY 2:** Review regulatory and operation procedures to ensure compliance with current requirement.

**PLAN OF ACTION:** Conduct Food Service Program Review, present to BOE

**PERSON RESPONSIBLE:** Principal

**TIME FRAME:** Annually to be presented to school board

**ASSESSMENT/OUTCOME:** Make sure that all procedures are current, needs are identified, DESE Food Service report for district reviewed

**ACTIVITY 3:** Document improvement measures from program review and development timeline for corrections.

**PLAN OF ACTION:** Administration will review corrective steps with appropriate staff to ensure completion according to timeline.

**PERSON RESPONSIBLE:** Administration and appropriate staff

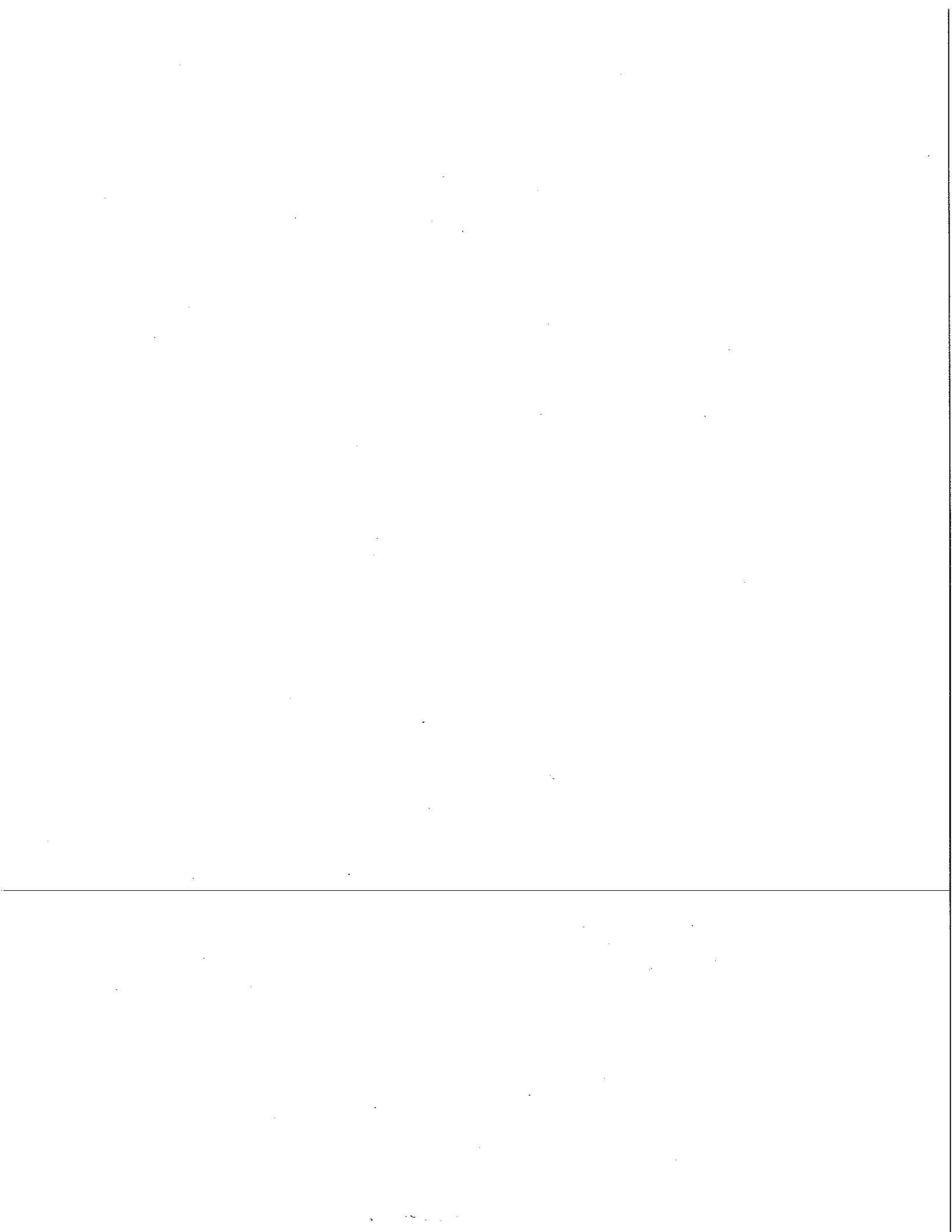
**TIME FRAME:** As stated in program review

**ASSESSMENT/OUTCOME:** Improvement measures will be implemented for increased production of food service department.

**ACTIVITY:** School Breakfast Program and School Lunch Program will be compliant with updated menu/nutritional guidelines from USDA and Healthy-Hunger Free Act.

**PLAN OF ACTION:** Food service staff will review requirements and implementation guidelines. Food service staff will plan meals/menus which are compliant. District will purchase and utilize software to track nutritional value of menus. Tracking will occur daily, weekly, and monthly.

**PERSON RESPONSIBLE:** Head Cook, Food Service Director, Administration



**TIME FRAME:** Software to be purchased within next two school years. Meal guidelines updated and implemented annually.

**ASSESSMENT/OUTCOME:** Students will be provided with meals that meet USDA requirements.

**OBJECTIVE 2:** Establish procedures for collecting and depositing money.

**ACTIVITY 1:** Maintain current records of meal balances at the building level.

**PLAN OF ACTION:** Keep track of what each student pays/owes for extra milk.

**PERSON RESPONSIBLE:** Secretary/Food Service Director/Classroom Teacher

**TIME FRAME:** Daily/Weekly

**ASSESSMENT/OUTCOME:** Records will reflect cash received for extra milk for lunches/breakfast and will reflect the current balance. Money will be collected in the office as turned in by the classroom teacher or individual student.

**ACTIVITY 2:** Maintain accurate records of prepaid and charged meals.

**PLAN OF ACTION:** Mark lunch and breakfast money paid on the lunch sheet then Secretary will figure meal balances on each Friday.

**PERSON RESPONSIBLE:** Secretary

**TIME FRAME:** Once a week on Fridays.

**ASSESSMENT/OUTCOME:** Accurate records will be maintained on each student's meal balance and balance notifications will be sent home once a week.

**OBJECTIVE 3:** Adhere to fair purchasing ethics.

**ACTIVITY 1:** Make purchasing decisions based on objective evaluations of quality, service and price.

**PLAN OF ACTION:** Compare prices of groceries to other companies and compare quality and service between different companies.

**PERSON RESPONSIBLE:** Head cook

**TIME FRAME:** Ongoing

**ASSESSMENT/OUTCOME:** The best quality food items will be purchased at the best price available.

**OBJECTIVE 4:** Issue bids that result in valid contracts following federal and state regulations.

**ACTIVITY 1:** Review and modify bid specifications when necessary.

**PLAN OF ACTION:** To review all bids and make changes when necessary.

**PERSON RESPONSIBLE:** Food Service Director/Administration

**TIME FRAME:** Annually in June/July

**ASSESSMENT/OUTCOME:** The bids will be monitored and changed when necessary.

**OBJECTIVE 5:** Adopt and adhere to a procedure for employing qualified nutrition services personnel.

**ACTIVITY 1:** Maintain a current Support Staff Handbook, job descriptions, employment applications.

**PLAN OF ACTION:** Annually update above data.

**PERSON RESPONSIBLE:** Administration

**TIME FRAME:** Annually

**ASSESSMENT/OUTCOME:** The district will maintain a qualified nutrition services personnel.

**ACTIVITY 2:** Review the selection procedures to ensure all qualified individuals receive equal opportunity for employment.

**PLAN OF ACTION:** Review applications.

**PERSON RESPONSIBLE:** Principal and Board of Education

**TIME FRAME:** Whenever new staff is needed.

**ASSESSMENT/OUTCOME:** Only those qualified for the positions available will be interviewed.

**ACTIVITY 3:** Provide a new employee orientation program including:

- a. policies and procedures
- b. individual performance expectations
- c. performance based evaluation
- d. sanitation and safety requirements
- e. physical facilities

**PLAN OF ACTION:** See that all employees are shown the workings of the School and the Kitchen.

**PERSON RESPONSIBLE:** Head Cook and Principal

**TIME FRAME:** Before the first day of school after hire date.

**ASSESSMENT/OUTCOME:** All food service staff will have knowledge of the workings of the kitchen and what is expected of them from the Board.

**ACTIVITY 4:** Adjust work schedules when possible, to allow employee attendance at formal training sessions.

**PLAN OF ACTION:** Have a substitute available to work when someone needs to take a training course.

**PERSON RESPONSIBLE:** Principal and Head Cook

**TIME FRAME:** As needed

**ASSESSMENT/OUTCOME:** Substitute will be hired to work when a staff member needs to attend formal training.

**OBJECTIVE 6:** Maintain open communication between personnel and management.

**ACTIVITY 1:** Conduct regularly scheduled meetings to discuss issues and encourage suggestions.

**PERSON RESPONSIBLE:** Principal and Head Cook

**TIME FRAME:** Monthly

**ASSESSMENT/OUTCOME:** Food Service Department will be proactive in addressing concerns and improvements.

**ACTIVITY 2:** Maintain a bulletin board at the Food Service facility for personnel and management information.

**PLAN OF ACTION:** Place information on bulletin board that the personnel and management think are informative, and/or required by regulations.

**PERSON RESPONSIBLE:** Principal and Head Cook

**TIME FRAME:** Ongoing.

**ASSESSMENT/OUTCOME:** Information is put on the bulletin board for all the staff to see. This includes menus, recent inspections, Civil Rights notifications, etc.



**GOAL 2:** Provide nutritious, appetizing, quality meals.

**OBJECTIVE 1:** Provide menus that encourage students to make wise food choices.

**ACTIVITY 1:** Meet the nutrition needs to students by complying with the USD A Meal Patterns.

**PLAN OF ACTION:** Make Menus according to State and Federal regulations.

**PERSON RESPONSIBLE:** Head Cook

**TIME FRAME:** Monthly.

**ASSESSMENT/OUTCOME:** The menus will meet the USDA Meal Patterns and meet reimbursement requirements.

**ACTIVITY 2:** Meet special dietary needs of students when necessary.

**PLAN OF ACTION:** If a student has a special dietary need we will provide for them an alternative meal/food choice.

**PERSON RESPONSIBLE:** Head Cook

**TIME FRAME:** When necessary

**ASSESSMENT/OUTCOME:** We will monitor to see if we have any students with special dietary needs. Food allergy forms will be completed and kept on record with the school nurse, office, and kitchen.

**ACTIVITY 3:** Maintain a master file of breakfast/ lunch menus.

**PLAN OF ACTION:** We will keep a master file of past and present menus.

**PERSON RESPONSIBLE:** Head Cook/ Secretary

**TIME FRAME:** Ongoing.

**ASSESSMENT/OUTCOME:** There is a master file of past and present menus in the kitchen and office.

**ACTIVITY 4:** Test and evaluate new foods and recipes.

**PLAN OF ACTION:** To test new recipes and foods and see if the students will like them.

**PERSON RESPONSIBLE:** Head Cook.

**TIME FRAME:** Ongoing.

**ASSESSMENT/OUTCOME:** We will try new recipes and foods to see if the students like them and see if they are cost effective for our District.

**ACTIVITY 5:** Conduct a physical inventory at all storage facilities.

**PLAN OF ACTION:** Have an inventory of all supplies, materials, food, and equipment in the kitchen.

**PERSON RESPONSIBLE:** Head Cook

**TIME FRAME:** May of each school year.

**ASSESSMENT/OUTCOME:** We will have an inventory in our records of what is in the storage areas and work area (including supplies and equipment).

**ACTIVITY6:** Rotate stock on a first-in-first-out basis and monitor shelf life of perishable items.

**PLAN OF ACTION:** To make sure that the first purchases of stock are used before we put the new purchases on the shelf. Watch expiration dates.

**PERSON RESPONSIBLE:** Head Cook

**TIME FRAME:** Ongoing.

**ASSESSMENT/OUTCOME:** Food that has been on the shelf for awhile will be used first and something that is out of date will be disposed of.

**ACTIVITY 7:** Celebrations, parties, and snacks in classroom. In keeping with the overall nutritional guidelines, parents and teachers are encouraged to limit soda and candy/ "sweets" to no more than 50% of the foods offered at special holiday and celebration parties. The remaining 50% of party foods offered should meet at least two of the following standards:

1. provide 3 grams or more fiber
2. provide 35% or less calories from fat or less than 10% calories from saturated fat
3. provide less than 16 grams sugar per serving
4. make a "significant nutrition contribution" as defined by: providing 20% daily value of one or more of calcium, vitamin A, vitamin C or iron OR 5 grams or more of protein

**PLAN OF ACTION:** Parents are provided with list of appropriate foods that meet the district's nutrition standards for snacks and parties, as well as ideas for healthy lunches. Teachers will send home nutritional reminders along with party/celebration information. Half of food/drink choices offered will be considered "healthy" in nature.

**PERSON RESPONSIBLE:** Parents, teachers, administration

**TIME FRAME:** Ongoing/annually

**ASSESSMENT/OUTCOME:** The overall wellness of students will be supported by offering choices/combinations of healthy food and traditional party food.

**OBJECTIVE 2:** Establish recordkeeping procedures for receipt, storage and utilization of purchased food.

**ACTIVITY 1:** Examine food purchased for sound condition, free from spoilage, filth, or other contamination.

**PLAN OF ACTION:** Check to make sure cans have not been dented and are leaking. Check the produce to make sure that things are not frozen and if they are, make sure that the company replaces or credits our account.

**PERSON RESPONSIBLE:** Head Cook/Bookkeeper

**TIME FRAME:** Check when purchased and delivered.

**ASSESSMENT/OUTCOME:** Return any purchases that have been damaged or make sure our accounts have been credited.

**ACTIVITY 2:** Evaluate convenience and prepackaged food for cost effectiveness.

**PLAN OF ACTION:** To compare prices of foods to see which is more price worthy.

**PERSON RESPONSIBLE:** Food Service Director/Head Cook

**TIME FRAME:** Ongoing.

**ASSESSMENT/OUTCOME:** Purchase products that prove to be more cost efficient.

**OBJECTIVE 3:** Establish food procurement procedures.

**ACTIVITY 1:** Utilize USD A Commodity foods, both open order and prorated, to the maximum extent possible.

**PLAN OF ACTION:** To use as many commodities as we can in the kitchen.

**PERSON RESPONSIBLE:** Food Service Director/Head Cook

**TIME FRAME:** Ongoing

**ASSESSMENT/OUTCOME:** Commodities are used on a regular basis.

**ACTIVITY 2:** Prepare adequate quantities of menu items in accordance with USD A meal pattern requirements.

**PLAN OF ACTION:** To make the menus meet USD A requirements.

**PERSON RESPONSIBLE:** Food Service Director/Head Cook

**TIME FRAME:** Monthly

**ASSESSMENT/OUTCOME:** Menus meet all of the USDA requirements and reimbursement requirements.

**ACTIVITY 3:** Utilize USDA Quantity recipes for School Food Service and other standardized recipes.

**PLAN OF ACTION:** Use School Food Service recipes whenever possible.

**PERSON RESPONSIBLE:** Food Service Director/Head Cook

**TIME FRAME:** Ongoing.

**ASSESSMENT/OUTCOME:** We utilize School Food Service recipes as much as we can.

**OBJECTIVE 4:** Ensure efficient food production through effective management techniques.

**ACTIVITY 1:** Maintain accurate daily food production records.

**PLAN OF ACTION:** Record/log all recipes used and ingredients in each meal.

**PERSON RESPONSIBLE:** Food Service Director/Head Cook

**TIME FRAME:** Daily

**ASSESSMENT/OUTCOME:** The Head Cook records everything she uses to make sure the meals meet all requirements.

**GOAL 3:** Develop a plan for meeting student nutrition needs that reinforces healthy eating habits and attitudes.

**OBJECTIVE 1:** Promote positive nutrition and health awareness to students, staff, and the community.

**ACTIVITY 1:** Provide information about nutrition services to local media, including menus and special events. Make school menus available to students, teachers, parents, and community.

**PLAN OF ACTION:** Send menus and special event information to the newspaper and the radio station. Give students, teachers, and parent's copies of the menus. Post menus on the kitchen door for the general public to see.

**PERSON RESPONSIBLE:** Head Cook/Secretary

**TIME FRAME:** The first of each month

**ASSESSMENT/OUTCOME:** The public will be aware of what we are serving the students on a daily basis.

**ACTIVITY 2:** Promote activities to involve the community in the program.

**PLAN OF ACTION:** Make the kitchen available to students, teachers, parents, and community.

**PERSON RESPONSIBLE:** Head Cook/Principal/Custodian

**TIME FRAME:** Ongoing

**ASSESSMENT/OUTCOME:** School facilities will be available for community members to rent, including the kitchen area. Groups must complete building usage form and review facility before usage is granted.

**ACTIVITY 3:** Enforce USDA competitive food regulations.

**PLAN OF ACTION:** Enforce the regulations.

**PERSON RESPONSIBLE:** Food Service Director/Head Cook

**TIME FRAME:** Ongoing

**ASSESSMENT/OUTCOME:** The USDA competitive food rules will be enforced.

**ACTIVITY 4:** Display and serve menu items attractively.

**PLAN OF ACTION:** Make trays as attractive as possible so that the students will enjoy their meals.

**PERSON RESPONSIBLE:** Head Cook

**TIME FRAME:** Daily

**ASSESSMENT/OUTCOME:** Promote attractive and cooperative environment for students and staff in the dining area.

**ACTIVITY 5:** Maintain an attractive, clean dining area.

**PLAN OF ACTION:** Make sure the tables are clean before they are used for meal purposes.

**PERSON RESPONSIBLE:** Head Cook/Custodian

**TIME FRAME:** Daily

**ASSESSMENT/OUTCOME:** The dining environment will remain clean and sanitary promoting an enjoyable and healthy experience.

**ACTIVITY 6:** Maintain an updated referral list of community agencies and mental health providers to refer students and families when needed.

**PLAN OF ACTION:** Create a list of wellness providers to post in the district facility and send home to parents annually.

**PERSON RESPONSIBLE:** Nurse and administration

**TIME FRAME:** Annual update and posting/disseminate in handbook

**ASSESSMENT/OUTCOME:** Students, families, and community members will be aware of available resources to support overall wellness.

**ACTIVITY 7:** Provide Healthy Living Brochure to families/community annually.

**PLAN OF ACTION:** Develop a brochure to disseminate that contains main points of district wellness guidelines, tips, and suggestions for healthy living.

**PERSON RESPONSIBLE:** Wellness Committee member, administration, nurse.

**TIME FRAME:** Disseminate at beginning of each year. Provides copies for public. Update as needed.

**ACTIVITY 8:** Disseminate monthly wellness newsletter for students to share with their families.

**PLAN OF ACTION:** A monthly newsletter will be sent home. Contents will include wellness tips, health tips, preventative tips, and general wellness information.

**PERSON RESPONSIBLE:** Nurse, Cook

**TIME FRAME:** Distribute monthly.

**ASSESSMENT/OUTCOME:** Students and families will be aware of tips to maintain a healthy lifestyle that will contribute to the educational needs of students.

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**OBJECTIVE 2:** Coordinate nutrition education efforts within the district by utilizing the food service department as a learning laboratory.

**ACTIVITY 1:** Identify community resources that can supply nutrition education materials and assistance.

**PLAN OF ACTION:** Talk to different groups in the community about what kind of nutrition information they can provide (University Extension/4H)

**PERSON RESPONSIBLE:** Nurse/Wellness Committee/Administration

**TIME FRAME:** Every 2 years

**ASSESSMENT/OUTCOME:** Nutritional information/education will be provided to students through area resources.

**ACTIVITY 2:** Provide annual flu shots for staff at school facilities.

**PERSON RESPONSIBLE:** Nurse/Administration/Health Department

**TIME FRAME:** Annually

**OUTCOME/ASSESSMENT:** Decreased number of employee absences.

**ACTIVITY 3:** Provide students with nutrition-related skills that minimally include the ability to:

- a. Plan healthy meals.
- b. Understand and use food labels.
- c. Apply the principles of the Dietary Guidelines for Americans (DGA) and MyPyramid. ([mypyramid.gov](http://mypyramid.gov))
- d. Critically evaluate nutrition information, misinformation and commercial food advertising.
- e. Assess personal eating habits, nutrition goal-setting and achievement.
- f. Gain an understanding of serving size using appropriate educational tools, such as through the comparison with everyday objects (deck of cards = 1 serving of meat; baseball = 1 cup)

**PLAN OF ACTION:** All students will receive annual instruction on healthy eating habits. Instruction will be delivered by district personnel, in addition to outside resources utilized. Instruction will be delivered by teacher and or nurse.

**PERSON RESPONSIBLE:** Teacher, nurse, administration

**TIME FRAME:** Annually throughout the school year.

**GOAL 4:** Establish and maintain proper food handling practices.

**OBJECTIVE 1:** Establish and comply with sanitation and safety

requirements for staff.

**ACTIVITY 1:** Correct deficiencies as indicated on the Food Establishment Inspection Report (Department of Health).

**PLAN OF ACTION:** Go over the deficiencies and correct them.

**PERSON RESPONSIBLE:** Principal and Head Cook

**TIME FRAME:** Immediately following inspection (2 x per year)

**ASSESSMENT/OUTCOME:** All deficiencies corrected within 30 days of inspection.

**ACTIVITY 2:** Comply with standards of personal hygiene and cleanliness including:

- a. daily bathing
- b. clean clothing
- c. proper hair restraint
- d. change of apron when soiled
- e. washing of hands.

**PLAN OF ACTION:** Include the above standards in the Support Staff Handbook and Evaluation and give to the Food Service Staff.

**PERSON RESPONSIBLE:** Principal

**TIME FRAME:** Beginning of each school year

**ASSESSMENT/OUTCOME:** Personal hygiene assessment included in employee evaluation.

**ACTIVITY 3:** Provide a hand washing sink in the food preparation area with hot and cold running water, soap, and sanitary towels.

**PLAN OF ACTION:** To make sure that the food service staff uses the sink to wash their hands.

**PERSON RESPONSIBLE:** Head Cook/Custodian

**TIME FRAME:** Ongoing

**ASSESSMENT/OUTCOME:** The Food Service Staff is practicing good sanitation procedures for food handling.

**ACTIVITY 4:** Restrict an employee with signs of infection, which can be transmitted by foods, from serving or handling food.

**PLAN OF ACTION:** To have a substitute available if a staff member has an infection that stops them from working.

**PERSON RESPONSIBLE:** Administration/ Food Service Director/ Secretary/ Custodian

**TIME FRAME:** Ongoing

**ASSESSMENT/OUTCOME:** The staff knows that they need to call a substitute if they have an infection. Reduces opportunity for spreading of germs, illness, etc.

**ACTIVITY 5:** Clean and sanitize equipment and utensils regularly (at least once a day, more often if necessary).

**PLAN OF ACTION:** Develop a routine if cleaning and sanitizing equipment and utensil on a daily basis.

**PERSON RESPONSIBLE:** Head Cook

**TIME FRAME:** Daily

**ASSESSMENT/OUTCOME:** All equipment and utensils are clean and sanitized.

**ACTIVITY 6:** Train staff in equipment operations, maintenance, and cleaning procedures.

**PLAN OF ACTION:** Develop a training program for any new equipment operation, maintenance, and cleaning procedures.

**PERSON RESPONSIBLE:** Head Cook and Principal

**TIME FRAME:** When new equipment is purchased.

**ASSESSMENT/OUTCOME:** Evaluate whether maintenance and cleaning procedures are being followed and reduced problems or accidents are evident. Workman's Compensation claims are reduced.

**ACTIVITY 7:** Keep physical facilities, floors, walls, ceilings, windows, clean and maintained.

**PLAN OF ACTION:** Develop routine to make sure that the kitchen is kept clean and maintained.

**PERSON RESPONSIBLE:**

Cook/Custodian

**TIME FRAME:** Daily

**ASSESSMENT/OUTCOME:** Evaluate and make sure the kitchen is kept clean and maintained in order to reduce health risk and injury claims.

**OBJECTIVE 2:** Establish record keeping procedures for receipt, storage, and utilization of purchased foods.

**ACTIVITY 1:** Store containers of food six inches above the floor.

**PLAN OF ACTION:** Have all food items sitting on the racks up off the floor.

**PERSON RESPONSIBLE:** Head Cook

**TIME FRAME:** Ongoing.

**ASSESSMENT/OUTCOME:** Make sure that everything is kept off the storeroom floor.

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**ACTIVITY 2:** Store cooked food over raw food, and is stored below the cooked food in the refrigerator.

**PLAN OF ACTION:** Make sure that all raw food is stored below the cooked food in the refrigerator.

**PERSON RESPONSIBLE:** Head Cook

**TIME FRAME:** Daily

**ASSESSMENT/OUTCOME:** No raw food to contaminate cooked food.



**ACTIVITY 3:** Store toxic materials and cleaning supplies in a separate designated area away from food items.

**PLAN OF ACTION:** Make sure no cleaning items are stored with the food.

**PERSON RESPONSIBLE:** Head Cook/Custodian

**TIME FRAME:** Daily

**ASSESSMENT/OUTCOME:** Put all cleaning items away from the food items. Keep record of hazardous materials in the building.

**ACTIVITY 4:** Protect food on display by using sneeze shield, or other method, to prevent contamination.

**PLAN OF ACTION:** Keep windows down and the door leading into the gym closed when serving and preparing food.

**PERSON RESPONSIBLE:** Head Cook

**TIME FRAME:** Daily

**ASSESSMENT/OUTCOME:** Windows will be kept down and the door will be closed.

**ACTIVITY 5:** Monitor temperatures of food items for palatability and safety.

**PLAN OF ACTION:** Make a form to record the temperature of the refrigerator and freezers daily and temperatures of cooked foods.

**PERSON RESPONSIBLE:** Head Cook

**TIME FRAME:** Daily

**ASSESSMENT/OUTCOME:** Have a record of the temperature of all refrigerator and freezers. Maintain, file, post all required temperature logs.

New items

- 1) **ACTIVITY:** Celebrations, parties, and snacks in classroom. In keeping with the overall nutritional guidelines, parents and teachers are encouraged to limit soda and candy/ "sweets" to no more than 50% of the foods offered at special holiday and celebration parties. The remaining 50% of party foods offered should meet at least two of the following standards:

5. provide 3 grams or more fiber
6. provide 35% or less calories from fat or less than 10% calories from saturated fat
7. provide less than 16 grams sugar per serving
8. make a "significant nutrition contribution" as defined by: providing 20% daily value of one or more of calcium, vitamin A, vitamin C or iron OR 5 grams or more of protein

**PLAN OF ACTION:** Parents are provided with list of appropriate foods that meet the district's nutrition standards for snacks and parties, as well as ideas for healthy lunches. Teachers will send home nutritional reminders along with party/celebration information. Half of food/drink choices offered will be considered "healthy" in nature.

**PERSON RESPONSIBLE:** Parents, teachers, administration

**TIME FRAME:** Ongoing/annually

**ASSESSMENT/OUTCOME:** The overall wellness of students will be supported by offering choices/combinations of healthy food and traditional party food.

- 2) **ACTIVITY:** Maintain an updated referral list of community agencies and mental health providers to refer students and families when needed.

**PLAN OF ACTION:** Create a list of wellness providers to post in the district facility and send home to parents annually.

**PERSON RESPONSIBLE:** Nurse and administration

**TIME FRAME:** Annual update and posting/disseminate in handbook

**ASSESSMENT/OUTCOME:** Students, families, and community members will be aware of available resources to support overall wellness.

- 3) **ACTIVITY:** Provide Healthy Living Brochure to families/community annually.

**PLAN OF ACTION:** Develop a brochure to disseminate that contains main points of district wellness guidelines, tips, and suggestions for healthy living.

**PERSON RESPONSIBLE:** Wellness Committee member, administration, nurse.

**TIME FRAME:** Disseminate at beginning of each year. Provides copies for public. Update as needed.

**ASSESSMENT/OUTCOME:** The brochure will be updated annually to provide guidance, tips, and preventative measures for ensuring healthy habits.

- 4) **ACTIVITY:** Provide students with nutrition-related skills that minimally include the ability to:
- a. Plan healthy meals.
  - b. Understand and use food labels.
  - c. Apply the principles of the Dietary Guidelines for Americans (DGA) and MyPyramid. ([mypyramid.gov](http://mypyramid.gov))
  - d. Critically evaluate nutrition information, misinformation and commercial food advertising.
  - e. Assess personal eating habits, nutrition goal-setting and achievement.
  - f. Gain an understanding of serving size using appropriate educational tools, such as through the comparison with everyday objects (deck of cards = 1 serving of meat; baseball = 1 cup)

**PLAN OF ACTION:** All students will receive annual instruction on healthy eating habits. Instruction will be delivered by district personnel, in addition to outside resources utilized. Instruction will be delivered by teacher and or nurse.

**PERSON RESPONSIBLE:** Teacher, nurse, administration

**TIME FRAME:** Annually throughout the school year.

**ASSESSMENT/OUTCOME:** Students will demonstrate competency in discussing nutrition, planning healthy meals, identifying healthy lifestyles, and implementing healthy choices in their life.

- 5) **ACTIVITY:** School Breakfast Program and School Lunch Program will be compliant with menu/nutritional guidelines from USDA and Healthy-Hunger Free Act.

**PLAN OF ACTION:** Food service staff will review requirements and implementation guidelines. Food service staff will plan meals/menus which are compliant. District will purchase and utilize software to track nutritional value of menus. Tracking will occur daily, weekly, and monthly.

**PERSON RESPONSIBLE:** Head Cook/Food Service Director/Administration

**TIME FRAME:** Software to be purchased within next two school years. Meal guidelines updated and implemented annually.

**ASSESSMENT/OUTCOME:** Students will be provided with meals that meet USDA requirements.

- 6) **ACTIVITY:** Disseminate monthly wellness newsletter for students to share with their families.

**PLAN OF ACTION:** A monthly newsletter will be sent home. Contents will include wellness tips, health tips, preventative tips, and general wellness information.

**PERSON RESPONSIBLE:** Nurse, Cook

**TIME FRAME:** Distribute monthly.

**ASSESSMENT/OUTCOME:** Students and families will be aware of tips to maintain a healthy lifestyle that will contribute to the educational needs of students.

## Acceptable Snack/Reward Ideas:

- Trail Mix
  - Whole Grain Granola Bar
  - Low-Fat Muffin
  - Low-Fat Pudding
  - Low-fat Popcorn
  - Fig Newton
  - Cereal Bar
  - Salsa Cup with Veggies
  - Sugarfree Jello
  - Angel Food Cake w/ Fruit Topping (purchased cake)
  - Mini Rice Cakes
  - Mini Low-Fat Bagel
  - 100-Calorie Baked Snacks
  - Veggie Pizza
  - Low-Fat Yogurt
  - Low-Fat Yogurt Parfait
  - Yogurt Push Up
  - Sherbet
  - Low-Fat String Cheese
  - Twin Pop
  - Low-Fat Soft Serve Ice Cream
  - Low-Fat Ice Cream Sandwich
  - Fruit Popsicle
  - Frozen 100% Juice Bar
  - Fresh Fruit
  - Dried Fruits
  - Applesauce
  - Frozen Fruits
  - Raisins
  - Fresh Vegetables- carrots, broccoli, celery, etc.
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- Canned fruits- packed in water or its own juice
  - 100% fruit juices
  - Bottled Water
  - Sports Drinks
  - Low-Calorie Flavored Water
  - 100% Vegetable Juice
  - 1% Milk
  - Skim Milk
  - Skim Chocolate Milk

Acceptable Examples Listed by Manufacturer Name:

Brookside:

- Extreme Fruit Bites

Dannon:

- Low-Fat Yogurt
- Danimals Smoothies

Dole:

- Fruit Bowls
- Fruit Bowls in Gel

Frito Lay:

Cheetos-

- Baked Crunchy
- Baked Crunchy Flamin' Hot

Doritos-

- Baked Nacho Cheese
- Reduced Fat Cool Ranch
- Reduced Fat Nacho Cheese

Sunchips-

- Original
- Harvest Cheddar

Flat Earth-

- Apple Cinnamon Grove Baked Fruit Crisp
  - Farmland Cheddar Baked Veggie Crisp
- 

Lays-

- Baked KC Masterpiece BBQ
- Baked Cheddar & Sour Cream
- Baked Original
- Baked Sour Cream & Onion
- Light-Original

Munchies-

- Kid's Mix

Rachel's Baked Multigrain Snacks:

- Assorted Flavors

Rold Gold-

- Classic Tiny Twists
- Heartzels

Ruffles-

- Baked Sour Cream & Cheddar

Stacy's-

- Pita Chips (Parmesean Garlic Herb, Cinnamon Sugar, or Plain)

General Mills:

Fruit by the Foot-

- Assorted Flavors

Nature Valley-

- Maple Brown Sugar Granola bar
- Cinnamon Granola bar
- Oats n Honey Granola bar

Sunkist Fruit Snacks-

- Assorted Flavors

Team Cheerios-

- Whole Grain Strawberry Cereal Bar

Yoplait-

- Non-fat or Low-fat Yogurt (Assorted Flavors)
- Trix Yogurt (Assorted Flavors)

Chex Mix-

- Traditional

- Cheddar

Immaculate Baking Company:

Organic Kids-

- Choca Doodle Doos (Chocolate Chip Oatmeal)
- Doo Hickeys (Oatmeal Raisin)

J&J Snackfoods:

Whole Fruit 100% Juice Bars:

- Assorted Flavors

Luigi's-

- Sherbet (Assorted Flavors)
- 100% Juice bars (Assorted Flavors)

Minute Maid-

- 100% Juice Bars (Assorted Flavors)

Mrs. Goodcookie-

- 51% Whole Wheat Cinnamon Grahams
- Belly Bears Chocolate Graham Crackers
- Jungle Crackers
- Chocolate Chip Graham Crackers
- Cinnamon Graham Crackers
- Honey Graham Crackers
- Icee Cookies
- Star Spangled Cookies

NorthStar:

- 
- Frog Spitt Frozen Push-Ups
  - Star Lite Reduced Fat Ice Cream Bars

SuperPretzel-

- 51% Whole Wheat Regular Baked Pretzel
- 51% Whole Wheat Soft Pretzel Rod
- Cinnamon Raisin (no icing)
- Soft pretzels (without salt)

Kellogg's:

Austin-

- Zoo Animal Crackers
- Reduced Fat Cheese with Cheese Crackers

Cheez-It-

- Reduced Fat Crackers
- 100-Calorie Packs

Famous Amos-

- Low Fat Iced Ginger Snaps

Kashi-

- Chewy Granola Bar (Assorted Flavors)

Keebler-

- Graham Crackers (Assorted Flavors)
- Bug bites cinnamon grahams
- Scooby-doo graham sticks

Nutri-Grain Bars-

- Assorted Flavors

Special-K Bars-

- Assorted Flavors

Kozy Shack:

Smart Gels-

- Assorted Flavors
- 

Nabisco:

Animal Crackers

Wheat Thins-

- 100-Calorie Packs

Honey Maid-



- 100-Calorie Packs
- Cinnamon Graham Sticks

Kraft-

- 100-Calorie Pack Kraft Cheese Nips

Chips Ahoy-

- 100-Calorie Pack Thin Crisps

Oreo-

- 100-Calorie Pack

Teddy Grahams-

- Assorted Flavors

Back to Nature-

- Crispy Wheat Baked Snack Crackers

Cornnuts-

- Assorted Flavors

Quaker:

Chewy Granola bars-

- Assorted Flavors

Oatmeal To-Go Bars-

- Assorted Flavors

Quakes-

- Assorted Flavors
- 

Snyder's of Hanover:

- Mini Pretzels

Snapz:

- Crunchy Apple Crisps

Sugar Foods:

Super Snax-

- Blazin' Hot Pretzel Poppers
- Cheezy Nacho Pretzel Poppers
- Cool Ranch Pretzel Poppers
- Zesty Pizza Pretzel Poppers
- Cinnamon Toast Bites

Otis Spunkmeyer:

Low Fat Muffins-

- Wild Blueberry

Reduced Fat Cookies (Limit 2 each)-

- Assorted Flavors

Pepperidge Farms

- Mini Goldfish snack baggies
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WELLNESS HEALTH SERVICES

Center for Counseling and Mental Health Teressa Dobson	816-405-8784 660-259-3900
Burrell Behavioral Health	660-886-8063
Partner Counseling Center	660-886-3067
Will Campbell	660-886-6933
Tom Mefford	660-826-2380
Fitzgibbon Hospital Behavioral Health	660-886-7800
David Raase	660-886-3373
Pathways Drug/Alcohol	660-831-0908
Marshall Family Resource (MVCAA)	660-831-0498
Division of Family Services	660-886-5562
Saline Co. Health Department	660-886-3434
Lighthouse	660-831-0988 660-886-9881
Buckner Wellness Center	660-886-7431

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