

**ADMINISTRATIVE POLICY AND PROCEDURE UPDATES
SUMMARY SHEET
May 23, 2022**

<u>NAME</u>	<u>Last Revised</u>
2140 Comprehensive School Counseling Program - Policy only -	NEW
6700 -Nutrition and Physical Fitness - Policy only – one word change-see highlighted	07/15

Comprehensive School Counseling Program

The Superintendent recognizes that a comprehensive school counseling program based on current national and state standards of best practice is an important part of the district's total program of instruction and support for all students.

The district will create a written plan to develop a comprehensive school counseling program of tiered services in accordance with state laws and regulations, school improvement plans, ethical standards, and district policies and procedures. The district will revise its plan as necessary based on relevant data. The district will also create a transition plan that supports the long-term goal of full implementation of the written plan over time.

A school counselor is a professional educator who holds a valid school counselor certification as defined by the professional educator standards board. School counselors serve a vital role in the comprehensive school counseling program. The school counselor plans, develops, organizes, and leads delivery of a comprehensive school counseling program that focuses on the academic, career, and social-emotional needs of all students, based on the national standards for school counseling programs of the American School Counselor Association and state standards. School counselors align supports with the district's vision, mission, and school improvement goals.

School counselors implementing the comprehensive school counseling program will spend no less than 80% of their contracted time on direct and indirect supports to students and no more than 20% of their contracted time on program planning and school support activities.

It is the goal of the Superintendent that the district's comprehensive school counseling program will assist every student in acquiring the knowledge, skills, and attitudes needed to become an effective student, responsible citizen, productive worker, and a lifelong learner. To that end, the district will develop and use materials, orientation programs, professional learning, and evidence-based counseling techniques that encourage participation in all available guidance and support opportunities, school programs, and courses of study, including career and vocational technical programs and employment opportunities.

The district will not deny any student the ability to participate in or benefit from its student support system based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal, whether they take place on or off school grounds or are offered as part of the district's online or alternative learning programs.

The Superintendent will support the foundation, content, and continuous improvement of a comprehensive K-12 school counseling program, consistent with best practices described in state and national models.

Cross References: 2170 - Career and Technical Education
3112 – Social Emotional Climate
3123 - Withdrawal Prior To Graduation
3210 - Nondiscrimination

Legal References:	RCW 28A.320.280	School counselors, social workers, and psychologists—Priorities
	RCW 28A.320.290	School counselors, social workers, and psychologists—Professional collaboration
	RCW 28A.320.600 - 620	
	RCW 28A.410.043	School counselor certification
	WAC 392-190-010	Agency filings affecting this section Counseling and guidance services—Course and program enrollment.

Management Resources: 2022 – March Issue
2019 - July Policy Issue
2014 - December Issue
2008 - December Issue

Nutrition and Physical Fitness

The district recognizes that childhood obesity has reached epidemic levels in Washington and throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes and other chronic diseases.

Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our district's youth. Therefore, it is the policy of the board to provide students:

- Access to nutritious food;
- Opportunities for physical activity and developmentally appropriate exercise; and
- Accurate information related to these topics.

Local School Wellness Plan (LSWP)

I. Goals

Children who eat well-balanced meals and are fit and healthy are more likely to learn in the classroom. The districts emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our district's youth. Therefore our goals are:

- A. Provide students access to nutritious, fresh, appealing food;
- B. Provide opportunities for physical activity and developmentally appropriate exercise, and;
- C. Provide appropriate education related to these topics.

II. Nutrition

The Manson School District recognizes that optimal nutrition is essential for lifelong health and the best possible academic performance. The district is committed to providing an environment that promotes healthful food choices. This commitment covers the district Food Services Program and also school vending operations, student stores, fundraising sales and any other foods available on campus during the school day. The district requires the sale or distribution of nutrient-dense foods for all school functions and activities. Nutrient-dense foods are those foods that provide students with calories associated with high nutrient content. In an effort to support the consumption of nutrient-dense foods in school settings, the district has adopted the following nutrition standards governing school meals and the sale or distribution of beverages, food and candy on school grounds during the academic day

- A. **School Meals-** The district shall provide school breakfasts and lunches, and dinners which meet the nutritional standards required by USDA Child Nutrition Programs. Nutrition education will be offered that emphasizes the recommendations of the Dietary Guidelines for Americans. School food service will work with school departments and with community partners to facilitate student understanding of fresh, locally grown, and minimally processed whole foods.

We aspire to have every meal served through the National School Lunch and School Breakfast Programs;

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables;
- ensure that **half 51%** of the served grains are whole grain;
- incorporate seasonally available, locally grown fresh whole foods, and;
- consider the cultural diversity of the student body in meal planning.
 1. Such information (above bullet points) will be made available on menus, on cafeteria placards or other point-of purchase materials.
 2. Schools should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities.
 3. Schools will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
 4. Elementary schools will work towards scheduling lunch periods to follow recess periods.
 5. Schools will operate the School Breakfast Program and notify parents and students of the availability of the School Breakfast Program.
 6. Schools will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation.

- B. **USDA Smart Snacks in Schools-** The district will comply with USDA Smart Snacks in Schools in regards to any food or beverage sold during the school day. Examples of allowable food/beverages are:

Allowable Beverages

- Plain water (carbonated or un-carbonated)
- Unflavored low-fat milk
- Flavored or unflavored non-fat milk (and milk alternatives)
- 100 percent fruit and vegetable juices, and full-strength juice diluted with water, carbonated or non-carbonated, with no added sweeteners.

Allowable Snacks

- Peanuts (1oz)
- Light popcorn (Snack Bag)
- Low fat tortilla chips (1oz)
- Granola Bar (oats, fruit and nuts, 8oz)

C. A la carte

1. Schools may offer entrée items for sale as a la carte foods on the day they are served as part of the meal and the day after.
2. A la carte items are exempt from the nutrition standards since they were already served as part of a nutritionally sound meal.

D. School Stores

1. School stores can be run during school hours.
2. School stores are limited to selling snacks and beverages that meet the requirements of the USDA Smart Snacks in Schools rules.

E. Vending Machines

1. Vending machines are allowed on school grounds but are limited to selling snacks which meet the USDA Smart Snacks in Schools Rules.
2. Vending machines can be operated by outside vendors or by the school itself.

F. Fundraising

1. All fund raising must be pre-approved by the school
2. No limits on sales of items that meet the current standard.
3. Schools decide what can be sold outside of school hours.
4. Pre-approved distribution of order forms and food that is not intended for consumption at school may continue. (i.e cookie dough fundraiser)
5. Schools will promote fundraising that requires physical activity.

G. Classroom Foods-

1. Classroom foods include snacks or treats provided by the teacher or by parents and foods used as reward for appropriate classroom behavior.
2. Snacks served at school will make a positive contribution to children's diet and health, with an emphasis on fruits and vegetables as the primary snacks and water as the primary beverage.

H. Culinary Food Program

1. USDA Smart Snacks in Schools rules apply to snacks or beverages that are created by a culinary program and sold to students.
2. USDA Smart Snacks in Schools rules do not apply to snacks or beverages that are sold to adults.
3. Culinary programs must limit sales of food or beverages to adult

I. Concessions-

1. Concessions are not limited by the USDA Smart Snacks in Schools if they take place after school hours.
2. Concessions will offer healthy alternatives at all events in which higher calorie options are sold.

III. Physical Activity-

All students in grades one through eight are required to complete an average of one hundred instructional minutes per week of physical education. This includes instruction and practice in basic movement and gross motor skills, progressive physical fitness, and wellness activities through age-appropriate activities. All high school students are required to complete two credits of health and fitness. The district encourages all high schools to offer a variety of health and fitness classes for each grade in the high school.

Suitable adapted physical education shall be included as part of individual education plans for students with chronic health problems, other disabling conditions, or other special needs that preclude such student's participation in regular physical education instruction or activities.

In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. The district shall provide daily recess period(s) for elementary school students, featuring time for unstructured but supervised active play. The district is encouraged to provide adequate co-curricular physical activity programs, including fully inclusive intramural programs and physical activity clubs; and to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours.

Nutrition Education

Nutrition education has been shown to improve eating habits and health. Connecting nutrition education to other content areas is a goal of Manson School District. Research shows that behavior change correlates positively with the amount of nutrition instruction received. Nutrition education should:

- A. Be consistent with the 2010 US dietary Guidelines for Americans;
- B. Emphasize the appealing aspects of healthy living;
- C. Include enjoyable, developmentally appropriate, culturally relevant, participatory activities, such as contexts, promotions, taste testing, farm visits and school gardens, and;
- D. Promote fruits, vegetables, whole-grain products, healthy food preparation methods and health enhancing nutrition practices.

Nutrition Education will take place in following areas;

- In the classroom connected with other curriculum. (i.e. science, language arts)
- Co-curricular activities.
- In the cafeteria.
- In conjunction with FFV.
- Culinary class.
- Clubs (i.e. FFA)
- School based activities that promote wellness (i.e. health week, health night)

IV. Monitoring and Evaluating LSWP

The wellness plan will be reviewed bi-annually by the wellness committee. The following items will be evaluated;

- A.** The extent to which schools are compliant with district policy 6700.
- B.** To evaluate progress made in attaining goals of the LSWP.
- C.** The wellness committee will consist of administrators, teachers of physical education, school health professionals, food service professionals and parents.
- D.** The Director of Operations will ensure that each school complies with the LSWP.

The Superintendent will develop and implement a comprehensive district-wide nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program and the School Breakfast Program. To implement the program, the Superintendent will adopt and implement a comprehensive curriculum on health, physical education, and nutrition consistent with Washington State Learning Standards. The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12. The input of staff, students, parents and public health professions in the development of the curriculum is encouraged.

Nutrition, health, and physical education topics will be integrated within the sequential, comprehensive health and physical education curriculum taught at every grade level, kindergarten through grade 12, and coordinated with the district's nutrition and food services operation.

Nutrition Standards

The district will provide meals for students that meet the meal pattern requirements for the National School Lunch Program and School Breakfast Program.

All foods and beverages sold to students on campus during the school day (e.g., vending machines, DECA school stores, bake sales, and other school fundraisers) must meet USDA Smart Snacks standards. No food or drink items will be sold unless they have been approved by the principal or school official responsible for oversight as designated in the LSWP.]

Food Services Program

The district supports the philosophy of the National School Lunch and School Breakfast Program and will provide wholesome and nutritious meals for children in the district's schools. The board authorizes the superintendent to administer the food services program, provided that any decision to enter into a contract with a private food service management company will require the approval of the board. Expenditures for food supplies shall not exceed the estimated revenues.

Because of the potential liability of the district, the food services program will not accept donations of food other than as provided in this policy without the expressed approval of the board. Should the board approve a food donation, the superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school lunch menu.

As a sponsor of the National School Lunch Program and School Breakfast Program, the district will provide free and reduced-price breakfasts and lunches to students who qualify in accordance with the program. The district will distribute the Letter to Households and Free and Reduced-price Meal Applications to all households at the beginning of each school year. The district will protect the identity of students eligible for free and reduced-price meals in accordance with USDA guidelines for confidentiality and disclosure of student eligibility for such meals.

On test days the district may provide free, nutritious meals to all students, including those who do not qualify for free or reduced priced federal school meal benefits. However, the district must use non-Federal funds to cover the cost of providing such meals.

The district may set an adult meal price to allow teachers, administrators, and parents to demonstrate their support for school meal programs by occasionally eating with students. The price must be the price charged to students paying the full meal price plus the value of federal reimbursement for paid meals and the USDA Food Value.

The district will use USDA Foods made available under the Federal Food Distribution Program for school meal programs.

Food Services Procurement

Open bid process

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds shall be procured in accordance with the process and procedures established in Policy 6220 in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

Conflict of Interest

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Services Program Funds:

1. No employee, officer, or agent of the district shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent,

would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

- a) District employee, officer, or agent;
 - b) Any member of his/her immediate family;
 - c) His/her partner;
 - d) An organization that employs or is about to employ one of the above.
2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
 3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
 4. The removal of any food, supplies, equipment, or school property such as records, recipe books, and the like is prohibited.
 5. The outside sale of such items as used oil, empty cans, and the like will be sold by contract between the district and the outside agency. Individual sales by any school person to an outside agency or other school person is prohibited.

Failure of any employee to abide by the above-stated code may result in disciplinary action, including but not limited to, a fine, suspension, or dismissal.

Physical Education and Physical Activity

Health and Physical Education Curriculum

The superintendent shall adopt and implement a comprehensive health and physical education curriculum consistent with the Washington State K-12 Health and Fitness Learning Standards. The health and physical education curriculum will promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits. The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12.

All students in grades one through eight shall be required to receive an average of one hundred instructional minutes per week of physical education per year. All high school students are required to complete a minimum of .5 credits of health and 1.5 credits of physical education. The district shall offer a one credit course or its equivalent in physical education for each grade in the high school program (grades 9-12).

A physical education curriculum includes instruction and practice in a variety of motor skills and movement patterns; knowledge of concepts related to movement and performance; knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness; responsible personal and social behavior; and values physical activity for health and enjoyment.

All students will be provided equal opportunity to participate in physical education classes. The district will make appropriate accommodations to allow opportunity for equitable participation by all students and will reasonably adapt physical education classes and equipment as necessary. The district will ensure that any student eligible for special education will be provided appropriate physical education services.

Recess

In addition to required physical education, the district will provide students with physically active daily recess opportunities. Recess will complement, not substitute, for physical education class.

Active transport will be encouraged in schools to promote alternative transport methods for children, such as pedestrian and bicycle safety programs (See Policy 6605, Student Safety Walking, Biking and Riding Buses).

The district is encouraged to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours.

Two health and fitness credits are required (.5 credit health education; 1.5 credits fitness/physical education). Students may be excused from the fitness requirement under RCW 28A.230.050. Such excused students will be required to demonstrate proficiency/competency in the knowledge portion of the fitness requirement, in accordance with written district policy.

- A physical education waiver is defined as:
 - Released from physical education class (not taking physical education at all);
 - Not receiving credit, and;
 - Accountable for the knowledge portion of physical education, per statute.

Cross References: 4260 - Use of School Facilities
 2410 - High School Graduation Requirements

Legal References:	RCW 28A.210.365	Food choice, physical activity, childhood fitness – minimum standards—district waiver or exemption policy
	RCW 28A.230.040	Physical Education – Grades 1-8
	RCW 28A.230.050	Physical Education in High Schools
	RCW 28A.230.095.	Essential academic learning requirements and assessments – verification reports
	RCW 28A.235.120	Meal Programs — Establishment and Operation — Personnel — Agreements
	RCW 28A.235.130	Milk for children at school expense
	RCW 28A.623.020	Nonprofit program for elderly — Authorized — Restrictions
	RCW 69.04	Intrastate Commerce in Food, Drugs and Cosmetics
	RCW 69.06.010	Food and beverage service worker’s permit — Filing, duration — Minimum training requirements
	RCW 69.06.020	Permit exclusive and valid throughout state — Fee
	RCW 69.06.030	Diseased persons — May not work — Employer may not hire

Policy No 6700
Management Support

RCW 69.06.050	Permit to be secured within fourteen days from time of employment.
RCW 69.06.070	Limited duty permit
WAC 180-51-068	State subject and credit requirements for high school graduation—Students entering the ninth grade on or after July 1, 2015.
WAC 392-172A-02030	Physical education (special education services)
WAC 392-410-135.	Physical Education – Grade school and high school requirement
WAC 392-410-136	Physical Education Requirement-Excuse
7 CFR, Parts 210 and 220	
7 CFR, Part 245.5	
<u>Healthy, Hunger-Free Kids Act of 2010</u>	
7 CFR 3016.36 – Procurement	
<u>2015 – June Issue</u>	
<u>Recommendations for Waivers in High School Physical Education/Fitness Education, OSPI (September 2013)</u>	
2014 - February Issue	
Wellness Policy Best Practices, OSPI (January 2013)	
Policy News, February 2005 Nutrition and Physical Fitness Policy	
Policy News, December 2004 Nutrition and Physical Fitness Update	

Management
Resources:

Revised Dates: 11.04; 12.04; 02.05; 2.06; 10.07; 12.11; 02.14; 06.15; 07.15; 05/22