

Instruction

Student Nutrition and Physical Activity (School Wellness Policy)

Putnam School District (here to referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day, while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors;
- The community is engaged in supporting the work of the District in creating lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and the established goals and objectives.

This policy applies to all students, staff, and schools in the District. This policy shall be interpreted consistently with Federal and State Statutes and Regulations.

The District will coordinate the wellness policy with other aspects of school management, including the District's School Improvement Plan, when appropriate.

A. Wellness Goals

I. Goals for Nutrition Promotion and Education

The goals for addressing nutrition promotion and education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state guidelines;
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn; and
- Nutrition education will be part of the District's comprehensive health education curriculum.

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A. Wellness Goals (continued)

II. Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students;
- Physical education shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle; and
- Unless otherwise exempted, all students will be required to engage in the District's physical education program.

III. Goals for Other School-Based Activities that Promote Wellness

The goals for addressing school-based activities promoting wellness:

- Community groups will be encouraged to support healthy lifestyles as part of their activities (i.e. PPTO, PHSAAA, PMA, Lions Club, Rotary Club); and
- Encourage coordination of community services to support and educate the community on nutrition and an active lifestyle (i.e. DKH, Putnam FRC, DPH).

B. Nutrition Guidelines

I. Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for all programs that the District participates in.

II. Nutrition Guidelines for Foods Available in Schools During the School Day (through School Meal Program)

All foods and beverages available or for sale during the school day, through the school meal programs, are consistent with Federal regulations and State statutes for:

- Current Dietary Guidelines for Americans and Food Guidance System,
- School meal nutrition standards,
- Smart Snacks in School nutrition standards, and the
- Connecticut Department of Education guidelines.

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B. Nutrition Guidelines

II. Nutrition Guidelines for Foods Available in Schools During the School Day (through School Meal Program) (continued)

In order to promote student health and reduce childhood obesity, the Superintendent (or designee) shall establish such administrative procedures to control food sales that compete with the District's non-profit food service, in compliance with Federal and State Statutes and Regulations.

III. Guidelines for Other Foods & Beverages Available During School Day

The district shall have regulations for other foods and beverages available on the school campuses during the school day (i.e. in classroom parties, classroom snacks brought by parents, or other foods given as incentives).

IV. Guidelines for Food & Beverage Marketing

The district shall have regulations for food and beverage marketing which allow marketing and advertising of only those foods and beverages that meet current school nutrition standards.

C. School Wellness Committee

I. Committee Role and Membership

The District will convene a representative school wellness committee that meets at least four times per year to establish goals for and oversees the district health and safety policies and programs, including development, implementation, and periodic review and update of this district-level wellness policy.

Membership will represent all school levels (primary and secondary schools) and the school community (including, but not limited to parents, students, representatives of the school food services department, teachers of physical and health education, school health professionals, the school Board, and school administrators), and will reflect the diversity of the Putnam community.

II. Community Input

The District is committed to being responsive to community input. The Superintendent (or designee) will invite community members to provide suggestions and comments concerning the development, implementation, and improvement of the school wellness policy.

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C. School Wellness Committee (continued)

III. Leadership

The Superintendent (or designee[s]) will convene the school wellness committee and facilitate development of and updates to the wellness policy.

The Superintendent (or designee[s]) will designate a school wellness policy coordinator for each school, who will ensure compliance with the policy.

IV. Monitoring

The Superintendent (or designee) shall provide wellness policy annual progress reports.

The wellness committee will update or modify the wellness policy as appropriate, and an assessment of the wellness policy will be conducted every 3 years, at a minimum. The wellness committee will update or modify the wellness policy based on the results of the annual progress reports and triennial assessments, and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued.

The triennial assessment will be available to the public on the District website.

The Superintendent (or designee) will submit documentation of the triennial assessment to the State, to ensure compliance with the current wellness policy statutes.

Legal Reference: Connecticut General Statutes
10-16b Prescribed courses of study.
10-215 Lunches, breakfasts and the feeding programs for public school children and employees.
10-221 Boards of education to prescribe rules, policies and procedures.
10-215a Non-public school participation in feeding program.
10-215b Duties of state board of education re: feeding programs.
10-215b-1 Competitive foods.
10-216 Payment of expenses.
10-221o Lunch periods. Recess.

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Legal Reference: Connecticut General Statutes
10-221p Boards to make available for purchase nutritious, low-fat foods.
PA 06-63 An Act Concerning Technical High School Wiring for Technology and Healthy Food and Beverages in Schools
National School Lunch Program and School Breakfast Program; Competitive Food Services. (7 CFR Parts 210.11 and 220.12,)
The Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265
Nutrition Standards in the National School Lunch and School Breakfast Programs, 7 CFR Parts 210 & 220
Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296, 42 U.S.C. 1751
Child Nutrition Act of 1966 (as amended by P.L. 108-269, July 2, 2004)
School Breakfast Program, 7 C.F.R. Part 220 (2006)
National School Lunch Program or School Breakfast Program: Nutrition Standards for All Foods Sold in School (Federal Register, Vol. 78, No. 125, June 28, 2013)

Policy adopted: June 20, 2017

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

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The District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children.

A. Nutrition Guidelines (Goal I)

The District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide substantial amounts of vitamins and minerals with relatively few calories. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the following Nutrition Standards governing the sale of food, beverages and candy on school grounds.

1. Reimbursable Meals

- a) Reimbursable meals served in the district will follow the USDA meal pattern requirements and nutrient standards. The district currently participates in the following programs:
 - U.S.D.A. National School Breakfast
 - U.S.D.A. National School Lunch
 - U.S.D.A. After School Snacks
 - U.S.D.A. After School Supper Program
 - U.S.D.A. Summer Food Service Program
 - Fresh Fruit & Vegetable Program, as grant funding allows
- b) The district will maintain and follow the Healthy Food Certification as funding allows.

2. Foods Available in Schools During the School Day through the School Meal Programs

- a) The District will meet the Federal and Connecticut Nutrition Standards for food items sold separately from reimbursable meals to students in schools.
- b) The District may also operate additional nutrition- related programs and activities, such as smart snacking programs, Farm-to-School programs, and school gardens.

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2. Foods Available in Schools During the School Day through the School Meal Programs (continued)

- c) The foods and beverages sold and served will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.healthiergeneration.org/smartsnacks.

- d) Foods

The school food service program will ensure that all a la carte foods available for sale to students comply with the Connecticut Nutrition Guidelines.

- e) Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The District will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day (administrative discussion needed)

- f) Beverages (see CT Statute)

- 1) Vending sales of soda or artificially sweetened drinks are not available to students on school grounds. (Note: Only allowable beverages for sale listed in Section 1 of PA 06-63)
- 2) No soda or artificially sweetened drinks allowed in student classrooms, or offices where students would be present.
- 3) The non-vending and non-school store sale of soda or artificially sweetened drinks will not be permitted on school grounds both prior to the start of the school day and throughout the instructional day, but will be permitted at those special school events that begin after the conclusion of the instructional day or on the weekend under the conditions cited previously in this regulation. (Board vote required to allow this exemption)

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2. Foods Available in Schools During the School Day through the School Meal Programs (continued)

- 4) Milk, nondairy milk such as soy and rice milk, water and 100% fruit juices, vegetable juices or a combination of such juices may be sold on school grounds prior to and throughout and after the instructional day, provided they meet the requirements of state statute. Portions of such items offered for sale, other than water, shall not exceed 12 ounces.

g) Foods of Minimal Nutritional Value

- 1) Foods of minimal nutritional value shall not be sold in the food service area during the entire school day (i.e. water ices, candy, chewing gum, soda water)
- 2) Vending or non-vending sales of food of minimal nutritional value will not be available to students on school grounds.

3. School Meal Nutrition Standards

- a) All schools within the District are committed to offering school meals through the National School Lunch / School Breakfast Programs, and other applicable Federal and State child nutrition programs, that are:
 - 1) Accessible to all students;
 - 2) Appealing and attractive to children; and
 - 3) Served in clean and pleasant settings.
- b) Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations.
- c) Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom technique, such as:
 - 1) Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans);
 - 2) Sliced or cut fruit is available daily;
 - 3) Daily fruit options are displayed in a location in the line of sight and reach of students;
 - 4) All available vegetable options have been given creative or descriptive names;
 - 5) Daily vegetable options are bundled into all grab and go meals available to students;
 - 6) All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal;
 - 7) White milk is placed in front of other beverages in all coolers;

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3. School Meal Nutrition Standards (continued)

- 8) Alternative entree options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas;
 - 9) A reimbursable meal can be created in any service area available to students (i.e. salad bars, snack rooms, etc.);
 - 10) Student surveys and taste testing opportunities are used to inform menu development, dining space decor, and promotional ideas;
 - 11) Student artwork is displayed in the service and/or dining areas;
 - 12) Daily announcements are used to promote and market menu options.
- d) Staff Qualification and Professional Development
- 1) School meals are administered by a team of child nutrition professionals.
 - 2) All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.
 - 3) These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.
- e) School Menus
- 1) Daily announcements are used to promote and market menu options;
 - 2) Menus will be posted on the District website or individual school websites;
 - 3) Menus will be created / reviewed by a certified nutrition professional.
- f) The District child nutrition program will accommodate students with special dietary needs.
- g) Lunchroom Climate
- 1) Lunchrooms are clean and pleasant;
 - 2) Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated (meets HSP Gold level).
 - 3) Students are served lunch at a reasonable and appropriate time of day.
 - 4) Students have convenient access to hand washing facilities or waterless sanitizer before meals.

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Student Nutrition and Physical Activity (School Wellness) (continued)

4. Other Foods & Beverages Available During School Day

- a) The regulations for other foods and beverages available on the school campuses during the school day at a minimum shall apply to:
 - 1) Vending machines,
 - 2) School store,
 - 3) In classroom parties,
 - 4) Classroom snacks brought by parents,
 - 5) Foods given as incentives, and
 - 6) Other activities held during the school day (i.e. Field Day, Enrichment Programs).
- b) The District encourages the use of nutrient-dense foods for all school functions and activities. Nutrient dense foods are those foods that provide substantial amounts of vitamins and minerals and relatively few calories. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choices should be available.
- c) A list of suggested foods is published annually by the State Department of Education in the Connecticut Nutrition Standards and should be checked regularly. An updated version of the CT State Department of Education's List of Acceptable Foods and Beverages is available at following web address: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322432>.

5. Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School and CT Nutrition Standards, including through:

a) Celebrations and Parties

The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas from the Alliance for a Healthier Generation and from the USDA.

b) Classroom Snacks brought by Parents

The District will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.

c) Rewards

- 1) The District will provide teachers and other relevant school staff a list of alternative ways to reward children.
- 2) Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.
[Meets HSP Silver]

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Student Nutrition and Physical Activity (School Wellness) (continued)

6. Foods & Beverages Offered or Sold after School Hours

Beverages and foods not meeting nutrition standards may be sold if the sale is in connection with an event occurring after the end of the regular school day or on the weekend; the sale is at the event location; and the food or beverages are not sold from a vending machine or school store.

7. Fundraising

- a) The District encourages the use of non-food fundraisers (such as books, gift wrap, candles, plants, flowers, and school promotional items), and those promoting physical activity (such as walk-a-thons, jump rope for heart, fun runs, etc.).
- b) The District will make available to parents and teachers a list of healthy fundraising ideas [examples from the *Alliance for a Healthier Generation* and the *USDA*]. <https://www.fns.usda.gov/best-practices-healthy-school-fundraisers> and <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=336552> and click on Healthy Fundraising.
- c) All food and beverage items sold to students as fundraisers must meet or exceed USDA Smart Snacks in Schools and the Connecticut Nutrition Standards. Food items that do not meet the USDA Smart Snacks or Connecticut Nutrition Standards can be sold to students at the location of an event that occurs after the school day or on the weekend provided the sale is not from a vending machine or school store.
- d) Any fundraising requires administrative approval, with submission of fundraising form with flyer.
- e) Forms – Appendix D

8. Food and Beverage Marketing in Schools

- a) The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health, and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

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8. Food and Beverage Marketing in Schools (continued)

- b) Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition and CT nutrition standards, such that only those foods that with or exceed those nutrition standards are permitted to be marketed or promoted to students.
- 1) Food advertising and marketing is defined as an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:
 - i. Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
 - ii. Displays, such as on vending machine exteriors.
 - iii. Corporate brand, logo, name, or trademark on school equipment, such as marquees, message boards, scoreboards, or backboards (Note: immediate replacement of these items are not required; however, districts will consider replacing or updating scoreboards or other durable equipment over time so that decisions about the replacement include compliance with the marketing policy.)
 - iv. Corporate brand, logo, name, or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment; as well as on posters, book covers, pupil assignment books, or school supplies displayed, distributed, offered, or sold by the District.
 - v. Advertisement in school publications or school mailings.
 - vi. Free product samples, taste tests, or coupons of a product, or free samples displaying advertising of a product.

B. Nutrition Education (Goal I)

1. Student Nutrition Education

- a) The District shall develop and implement a comprehensive, developmentally appropriate, curriculum approach to nutrition in all grades. Instructional staff is encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. These nutritional themes may include, but are not limited to:
 - 1) Knowledge of My Pyramid and the Dietary Guidelines for American
 - 2) Healthy heart choices
 - 3) Sources and variety of foods
 - 4) Guide to a healthy diet

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Student Nutrition and Physical Activity (School Wellness)

B. Nutrition Education (Goal I) (continued)

1. Student Nutrition Education (continued)

- 5) Diet and disease
 - 6) Understanding calories
 - 7) Healthy snacks
 - 8) Healthy breakfast
 - 9) Food labels
 - 10) Major nutrients
 - 11) Multicultural influences
 - 12) Serving sizes
 - 13) Proper food safety sanitation
 - 14) Body-size acceptances and healthy weight
 - 15) Dangers of unhealthy weight-control practices
- b) The District aims to teach, model, encourage, and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that:
- 1) Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - 2) Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
 - 3) Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
 - 4) Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
 - 5) Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
 - 6) Linked with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
 - 7) Teach media literacy with an emphasis on food and beverage marketing; and
 - 8) Include nutrition education training for teachers and other staff.
- c) *In elementary schools, nutrition education will be offered at each grade level as part of a sequential, comprehensive, standards-based health education curriculum that meets state and national standards (meets HSP Silver/Gold level).*
- d) *All health education teachers will provide opportunities for students to practice or rehearse the skills taught through the health education curricula (meets HSP Silver/Gold level).]*

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Student Nutrition and Physical Activity (School Wellness)

B. Nutrition Education (Goal I) (continued)

1. Student Nutrition Education (continued)

- e) The District nutrition policy reinforces nutrition education to help students practice these themes in a supportive school environment.
- f) Nutrition education may be provided in the form of handouts, postings on the District website or presentations that focus on nutritional value and healthy lifestyles. Additional strategies are suggested in the Connecticut State Department's "Action Guide for School Nutrition and Physical Activity." (Page 139)

2. Essential Healthy Eating Topics in Health Education

The District will include in the health education curriculum the following essential topics on healthy eating:

- a) The relationship between healthy eating, personal health and disease prevention;
- b) Food guidance from MyPlate;
- c) Reading and using USDA's food labels;
- d) Eating a variety of foods every day;
- e) Balancing food intake and physical activity;
- f) Eating more fruits, vegetables, and whole grain products;
- g) Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fats;
- h) Choosing foods and beverages with little added sugars;
- i) Eating more calcium-rich foods;
- j) Preparing healthy meals and snacks;
- k) Risks of unhealthy weight control practices;
- l) Accepting body size differences;
- m) Food safety;
- n) Importance of water consumption;
- o) Importance of eating breakfast;
- p) Making healthy choices when eating at restaurants;
- q) Eating disorders;
- r) The Dietary Guidelines for American;
- s) Reducing sodium intake;
- t) Social influences on healthy eating, including media, family, peers, and culture;
- u) How to find valid information or services related to nutrition and dietary behaviors;
- v) How to develop a plan and track progress toward achieving a personal goal to eat healthfully;

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Student Nutrition and Physical Activity (School Wellness)

B. Nutrition Education (Goal I) (continued)

2. Essential Healthy Eating Topics in Health Education (continued)

- w) Resisting peer pressure related to unhealthy dietary behaviors;
- x) Influencing, supporting, or advocating for others' healthy dietary behaviors;
- y) USDA's Team Nutrition provides free nutrition education and promotion materials, including standards-based nutrition education curricula and lesson plans, posters, interactive games, menu graphics, and more.

3. Family and Community Involvement

- a) Nutrition education will be provided to parents beginning at the elementary or pre-k level. The goal will be to continue to educate parents throughout the elementary, middle and high school levels.
- b) In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the building Principal is responsible for ensuring:
- c) Nutrition education materials and cafeteria menus are sent home with students;
- d) Parents are encouraged to send healthy snacks/meals to school;
- e) Parents and other family members are invited to periodically eat with their student in the cafeteria;
- f) Families are invited to attend exhibitions of student nutrition projects or health fairs;
- g) Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.); and
- h) Many additional strategies are found in the "Action Guide for School Nutrition and Physical Activity." (page 141)

C. Physical Activity

- a) Children and adolescents should participate in physical activity every day, and can be provided through a comprehensive, school-based physical activity program that includes the following components:
 - 1) Physical education;
 - 2) Recess;
 - 3) Classroom-based physical activity, and
 - 4) Out-of-school time activities.
- b) The district is committed to providing these opportunities.
- c) Schools will ensure that physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection).

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Student Nutrition and Physical Activity (School Wellness)

C. Physical Activity (continued)

- d) Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **will not be withheld** as punishment for any reason. This does not include participation on sports teams that have specific academic requirements.
- e) To the extent feasible, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.
- f) Outdoor physical activity facilities (excluding PE Adventure Course) will be open to students, their families, and the community outside of school hours and extended day programs.

1. Recess (Elementary)

- a) All elementary schools will offer at least 20 minutes of recess on all or most days during the school year.
- b) This policy may be waived on early dismissal or late arrival days.
- c) If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are encouraged to use these mechanisms before eating.
- d) Outdoor recess will be offered when weather is feasible for outdoor play. In the event that the school or district must conduct indoor recess, teachers and staff will promote physical activity for students, to the extent practicable.

2. Physical Activity Breaks (Elementary and Secondary)

- a) The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.
- b) The District will provide resources and links to resources, tools, and technology with ideas for physical activity breaks. Resources and ideas are available through USDA, GoNoodle.com and the Alliance for a Healthier Generation.

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C. Physical Activity (continued)

3. Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies, and others) and do their part to limit sedentary behavior during the school day.

4. Before and After School Activities

The District will offer opportunities for students to participate in physical activity after the school day through a variety of methods, as funding permits.

5. Physical Education

- a) The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts.
- b) All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.
- c) All District elementary and middle school students, in each grade, will receive physical education for at least 60-89 minutes per week throughout the school year. *[NOTE: To meet HSP Silver level, all District elementary students in each grade will receive physical education for at least 90-149 minutes per week throughout the school year. To meet HSP Gold level all District elementary students in each grade will receive physical education for at least 150 minutes per week throughout the school year.]*
- d) All high school students are required to take the equivalent of one academic year of physical education. *[NOTE: (To meet HSP Silver level, all middle and high school students are required to take more than one academic year of physical education.) (To meet HSP Gold level all middle and high school students are required to take physical education yearly.)]*
- e) The District physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

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C. Physical Activity (continued)

[NOTE: (To meet HSP Silver level all student will be vigorously active for at least 50% of class time during most or all physical education class sessions and physical education teachers in the District will be required to participate in at least once a year professional development in education.) (To meet HSP Gold level all physical education classes in the District are taught by licensed teachers who are certified or endorsed to teach physical education.)]

6. Essential Physical Activity Topics in Health Education

The District will include in the health (and physical) education curriculum the following essential topics on physical activity in all years of elementary and middle school; and during semesters that each high school student is enrolled in health or physical education classes:

- a) The physical, psychological, or social benefits of physical activity;
- b) How physical activity can contribute to a healthy weight;
- c) How physical activity can contribute to the academic learning process;
- d) How an inactive lifestyle contributes to chronic disease;
- e) Health-related fitness, that is cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition;
- f) Difference between physical activity, exercise, and fitness;
- g) Phases of an exercise session, that is, warm-up, work-out, and cool-down;
- h) Overcoming barriers to physical activity;
- i) Decreasing sedentary activities (i.e. TV watching);
- j) Opportunities for physical activity in the community;
- k) Preventing injury during physical activity;
- l) Weather-related safety (i.e. avoiding heat stroke, hypothermia, and sunburn) while being physically active;
- m) How much physical activity is enough, that is, determining frequency, intensity, time, and type of physical activity;
- n) Developing an individualized physical activity and fitness plan;
- o) Monitoring progress toward reaching goals in an individualized physical activity plan;
- p) Dangers of using performance-enhancing drugs (i.e. steroids);
- q) Social influences on physical activity, including media, family, peers, and culture;
- r) How to find valid information or services related to physical activity and fitness;
- s) How to influence, support, or advocate for others to engage in physical activity;
- t) How to resist peer pressure that discourages physical activity.

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Student Nutrition and Physical Activity (School Wellness) (continued)

D. Other Activities that Promote Student Wellness (Goal 3)

- a) The District will integrate wellness activities across the entire school setting.
- b) Schools in the District are encouraged to coordinate content across curricular areas that promote student health.
- c) All school-sponsored events during the school day will adhere to the wellness policy.

1. Community Partnerships

- a) The District will enhance relationships with community partners (i.e. DKH, Hale YMCA, FRC, Putnam Recreation Department, Lions Club, Leos, Rotary Club) hospitals, universities/colleges, local businesses, etc... in support of this wellness policy's implementation.
- b) Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

2. Community Health Promotion and Engagement

- a) The District will promote the benefits of and approaches for healthy eating and physical activity to parents/caregivers, families, and the general community throughout the school year.
- b) Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.
- c) District will use electronic mechanisms (such as email or displaying notices on the district's website), as well as non-electronic mechanisms, (such as newsletters, presentations to parents, or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

3. Staff Wellness and Health Promotion

- a) The wellness committee will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources, and performs other functions that support staff wellness in coordination with human resources staff.
- b) Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors.
- c) The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Instruction

Student Nutrition and Physical Activity (School Wellness)

D. Other Activities that Promote Student Wellness (Goal 3) (continued)

4. Professional Development

- a) When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class).
- b) Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

E. School District Wellness Advisory Committee

1. Committee Role and Membership

- a) The District will convene a representative district wellness committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this district-level wellness policy.
- b) Committee membership will represent all school levels and shall consist of:
 - 1) Food Service Director
 - 2) Parent representative
 - 3) Student representative
 - 4) Staff member representative (from each school level, if available)
 - 5) School Health Professional
 - 6) Physical / Health Education Teacher
 - 7) Administrative Representative, (Chair)
 - 8) Other individuals, appropriate to the evaluation process (i.e. mental health and social services staff, school board members, general public)

2. Leadership

The Superintendent (or designee [s]) will convene the school wellness committee and facilitate development of and updates to the wellness policy.

3. Monitoring

- a) The District will retain records to document compliance with the requirements of the wellness policy at the Central Office.

Instruction

Student Nutrition and Physical Activity (School Wellness)

E. School District Wellness Advisory Committee

3. Monitoring (continued)

- b) Documentation maintained in this location will include, but will not be limited to:
 - 1) The written wellness policy;
 - 2) Documentation demonstrating compliance with community involvement requirements;
 - 3) Documentation of annual policy progress; and
 - 4) Documentation of the triennial assessment.
- c) Documentation demonstrating compliance with public notification requirements, including:
 - 1) Methods by which the wellness policy, annual progress reports, and triennial assessments are made available to the public; and
 - 2) Efforts to actively notify families about the availability of wellness policy.

4. Annual Progress Reports

- a) The District will compile and publish an annual report to share basic information about the wellness policy and report on the progress of the schools within the district in meeting wellness goals. This annual report will be published in August. The District will actively notify school families and the public of the availability of the annual report.
- b) The annual report will include, but is not limited to:
 - 1) The Web site address for the wellness policy and/or information on how the public can access a copy;
 - 2) A description of each school's progress in meeting the wellness policy goals;
 - 3) A summary of each school's local school wellness events or activities;
 - 4) Contact information for the leaders(s) of the wellness policy team; and
 - 5) Information on how individuals and the public can get involved.
- c) Forms - Appendix B

5. Triennial Progress Assessments

- a) The wellness committee will update or modify the wellness policy as appropriate, and an assessment of the wellness policy will be conducted every 3 years, at a minimum. The committee would determine:
 - 1) Compliance with the wellness policy;
 - 2) How the wellness policy compares to model wellness policies; and
 - 3) Progress made in attaining the goals of the wellness policy.
- b) The District will actively notify school families and the public of the availability of the triennial progress report on the District website.

Instruction

Student Nutrition and Physical Activity (School Wellness)

E. School District Wellness Advisory Committee

5. Triennial Progress Assessments (continued)

- c) The position/person responsible for managing the triennial assessment and contact information is the Superintendent (or designee). (See Appendix A)
- d) Forms – Appendix C

6. Community Involvement, Outreach, and Communications

- a) The District will actively communicate ways in which representatives of the wellness committee and others can participate in the development, implementation, and periodic review and update of the wellness.
- b) The District will also inform parents of availability of child nutrition programs and how to apply.
- c) The District will use electronic mechanisms (i.e. email or displaying notices on the district's website); as well as non-electronic mechanisms (i.e. newsletters, presentations to parents, or sending information home to parents) to ensure that families are actively notified of district wellness policy, as well as how to get involved and support the policy.
- d) The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating other important school information with parents.

Appendix A: District Contacts

Central Office /	Name	Title	Email Address	Role
Central Office	Nancy Cole	Business Administrator	colen@putnam.k12.ct.us	Chair
Central Office	Jeanette LaPlume	Food Service Director	laplumej@putnam.k12.ct.us	Member
Putnam Elementary	Catherine Colavecchio	PES Principal	colavecchioc@putnam.k12.ct.us	Administrator
Putnam Middle	Teri Bruce	PMS Principal	brucet@putnam.k12.ct.us	Administrator
Putnam High	Jacqueline Vetrovec	PHS Principal	vetrovecj@putnam.k12.ct.us	Administrator

APPENDIX A

1. School Wellness Advisory Group

Name	Role	Position
Jeannie Dodd	Chair	Board Member
Nancy T. Cole	Chair	Business Administrator
Catherine Colavecchio	Administrator	Putnam Elementary School
Teri Bruce	Administrator	Putnam Middle School
Jacqueline Vetrovec	Administrator	Putnam High School
Jeanette LaPlume	Member	Food Service Director
Patricia Bryant	Member	Family Resource Center Director
Kristin Collins	Member	Preschool Head Teacher
Liette Lague	Member	Physical Education Teacher
Michael Schiappa	Member	Physical Education Teacher
Molly Panteleakos	Member	Physical Education Teacher
Madeline Oden	Member	School Nurse
Ellen Pellegrini	Member	Food Service Manager
Teresa Ross	Member	Food Service Manager
Timothy Sanchez	Member	Parent
Holly Mayo	Member	Parent
		Student

2. School Policy Compliance

Putnam Elementary School
Catherine Colavecchio, Principal

Putnam Middle School
Teri Bruce, Principal

Putnam High School
Jacqueline Vetrovec, Principal

**Putnam Public Schools
School Wellness Policy**

ANNUAL PROGRESS REPORT

School Name: _____

Wellness Contact Name: _____

Email: _____

This form is to document progress in meeting the goals written in the district's wellness policy at each school building. Use this form to document steps that have or will be taken to accomplish each goal. In the "Contact Person" section, identify the individual who can report on the progress of the goals. The items that are completed at the district level should be pre-filled to inform all school staff of the implementation of status of those goals. Add more lines for goals as needed.

District Wellness Policy Goal: _____

Contact Person: _____

Check one: ☐ Fully in Place ☐ Partially in Place ☐ Not in Place

List steps that have been taken to implement the goal and list challenges of implementation.

List next steps that will be taken to fully implement and/or expand on the goal.

NUTRITION EDUCATION AND PROMOTION GOALS

6142.101
Appendix B
(continued)

GOAL 1: _____

Contact Person: _____

Check one: ☐ Fully in Place ☐ Partially in Place ☐ Not in Place

List steps that have been taken to implement the goal and list challenges of implementation.

List next steps that will be taken to fully implement and/or expand on the goal.

GOAL 2: _____

Contact Person: _____

Check one: ☐ Fully in Place ☐ Partially in Place ☐ Not in Place

List steps that have been taken to implement the goal and list challenges of implementation.

List next steps that will be taken to fully implement and/or expand on the goal.

PHYSICAL ACTIVITY GOALS

6142.101
Appendix B
(continued)

GOAL 1: _____

Contact Person: _____

Check one: ☐ Fully in Place ☐ Partially in Place ☐ Not in Place

List steps that have been taken to implement the goal and list challenges of implementation.

List next steps that will be taken to fully implement and/or expand on the goal.

GOAL 2: _____

Contact Person: _____

Check one: ☐ Fully in Place ☐ Partially in Place ☐ Not in Place

List steps that have been taken to implement the goal and list challenges of implementation.

List next steps that will be taken to fully implement and/or expand on the goal.

OTHER SCHOOL BASED ACTIVITIES GOALS

6142.101
Appendix B
(continued)

GOAL 1: _____

Contact Person: _____

Check one: ☐ Fully in Place ☐ Partially in Place ☐ Not in Place

List steps that have been taken to implement the goal and list challenges of implementation.

List next steps that will be taken to fully implement and/or expand on the goal.

GOAL 2: _____

Contact Person: _____

Check one: ☐ Fully in Place ☐ Partially in Place ☐ Not in Place

List steps that have been taken to implement the goal and list challenges of implementation.

List next steps that will be taken to fully implement and/or expand on the goal.

**STANDARDS AND NUTRITION GUIDELINES FOR ALL FOODS AND
BEVERAGES SOLD TO STUDENTS DURING THE SCHOOL DAY
(e.g. vending, school stores, etc.)**

6142.101
Appendix B
(continued)

GOAL 1: _____

Contact Person: _____

Check one: ☐ Fully in Place ☐ Partially in Place ☐ Not in Place

List steps that have been taken to implement the goal and list challenges of implementation.

List next steps that will be taken to fully implement and/or expand on the goal.

GOAL 2: _____

Contact Person: _____

Check one: ☐ Fully in Place ☐ Partially in Place ☐ Not in Place

List steps that have been taken to implement the goal and list challenges of implementation.

List next steps that will be taken to fully implement and/or expand on the goal.

**STANDARDS FOR ALL FOODS AND BEVERAGES PROVIDED
(NOT SOLD) TO STUDENTS DURING THE SCHOOL DAY
(e.g. class parties, foods given as reward, etc.)**

6142.101
Appendix B
(continued)

GOAL 1: _____

Contact Person: _____

Check one: ☐ Fully in Place ☐ Partially in Place ☐ Not in Place

List steps that have been taken to implement the goal and list challenges of implementation.

List next steps that will be taken to fully implement and/or expand on the goal.

GOAL 2: _____

Contact Person: _____

Check one: ☐ Fully in Place ☐ Partially in Place ☐ Not in Place

List steps that have been taken to implement the goal and list challenges of implementation.

List next steps that will be taken to fully implement and/or expand on the goal.

POLICIES FOR FOOD AND BEVERAGE MARKETING

6142.101
Appendix B
(continued)

GOAL 1: _____

Contact Person: _____

Check one: ☐ Fully in Place ☐ Partially in Place ☐ Not in Place

List steps that have been taken to implement the goal and list challenges of implementation.

List next steps that will be taken to fully implement and/or expand on the goal.

GOAL 2: _____

Contact Person: _____

Check one: ☐ Fully in Place ☐ Partially in Place ☐ Not in Place

List steps that have been taken to implement the goal and list challenges of implementation.

List next steps that will be taken to fully implement and/or expand on the goal.

PROGRESS REPORT INFORMATION

6142.101
Appendix B
(continued)

The district's web site address is www.putnam.k12.ct.us. All policies can be found under the **Board of Education** tab by clicking on **Policies**.

Questions or comments on the local school wellness policy and/or reports can be directed to Nancy T. Cole at colen@putnam.k12.ct.us or by calling 860-963-6900 Ext 5003.

If you are interested in becoming a part of the local school wellness committee, please contact Nancy T. Cole.

School Wellness Minutes

Attach latest minutes

APPENDIX C

Putnam Public Schools School Wellness Policy

TRIENNIAL ASSESSMENT REPORT

District Name: _____

Date of Evaluation: _____

Contact Name: _____

Name of School: _____

The purpose of this form is to assist districts in developing regular reports for parents, the local School Board, and the public on the school wellness policy mandated under the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). Completing this report will also assist districts in being ready for the on-site review from the Connecticut Child Nutrition Department.

Notes on completing the assessment and report. This assessment and report template uses the Connecticut Silver Standard School Wellness Policy as a guide, but can be used to assess any district wellness policy. **Bolded** policy elements are required by federal regulation and should be prioritized when developing goals. Districts are encouraged to determine which additional policy elements are appropriate for schools under their jurisdiction, in order to create a supportive environment for student nutrition and physical activity. When bolded items are not met, include an explanation.

This report is intended to be completed using district level information; however, each school site within a district could choose to complete a separate report. If you are completing this report for the entire district, answer questions using best available information and consider noting individual building variation/concerns in the "Notes" section.

School Wellness Advisory Group

Does the district have a school wellness advisory group? ☐ Yes ☐ No

If not, please explain:

Has your work group helped maintain, revise, implement, assess, and monitor the policy?

☐ Yes ☐ No

If not, please explain:

Attach a list of participants on the school wellness advisory group with a description of their roles as an Appendix to this report.

Attach the latest minutes as an Appendix to the report.

Participation in wellness advisory group is promoted to:

- ☐ **Students** ☐ **Parents** ☐ **Food Service Personnel** ☐ **Board Members**
☐ **School Administrators** ☐ **School Health Professionals** ☐ **Physical Education Teachers**
☐ Local SNAP-Ed Coord. ☐ Other Interested Community Members
☐ Others, please specify: _____

Communication medium(s) used to promote/encourage participation:

- ☐ Newsletters ☐ Web Postings ☐ Public Announcements ☐ Parent Communication
☐ Others, please specify: _____

Presenting Goals

When was the wellness policy (aka Student Nutrition and Physical Activity Policy) passed?

- ☐ Less than 6 months ago ☐ 6 months to 1 year ago ☐ More than 1 year ago
Specific Date: _____

When was the last time your goals were presented to the Board?

- ☐ Less than 6 months ago ☐ 6 months to 1 year ago ☐ More than 1 year ago
Specific Date: _____

NUTRITION

School Meal Programs

Schools in the district participate in all available federal school meal programs

☐ Yes ☐ In Progress ☐ No

Notes: _____

Schools in the district participate in all available federal school meal programs

☐ School Breakfast Program ☐ School Lunch Program
☐ Supper Program ☐ Fresh Fruit & Vegetable Program
☐ Summer Food Service Program ☐ Special Milk Program
☐ After School Snack Program

☐ Others, please specify: _____

Notes: _____

The district participates in the following supplemental initiatives:

☐ Breakfast in the Classroom ☐ Mobile Breakfast Carts
☐ Grab 'n' Go Breakfast ☐ Farm or Fish to School Programs

☐ School Gardens

☐ Others, please specify: _____

There is a school nutrition coordinator in place in our school district.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Nutrition Education and Promotion

All foods and beverages sold during school between 12:00 AM and 30 minutes after the conclusion of the school day comply with Smart Snack requirements.

☐ Yes ☐ In Progress ☐ No

If not, please explain: _____

Please check the venues that currently comply with Smart Snack requirements.

☐ Vending ☐ School Stores ☐ A la carte
☐ Fundraisers ☐ Concessions

If "in progress," "no," or not applicable, please explain: _____

All foods and beverages provided through the National School Lunch/School Breakfast Programs meet nutritional requirements of the National School Lunch Act.

☐ Yes ☐ In Progress ☐ No

If not, please explain: _____

Food and beverage advertising is limited to foods that meet the National School Lunch Act, Nutritional Guidelines for all foods sold in schools.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Free, potable water is made available for all students throughout the entire school day.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Local farm products are utilized in meals and snacks, when practical.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Students are encouraged to participate in federal school meal programs.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Students who participate in federal school meal programs have their identities protected.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Students are involved in menu planning to encourage promotion of healthy and nutritious meals.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Smarter Lunchroom techniques are utilized to encourage consumption of fruits and vegetables and discourage waste.

☐ Yes ☐ In Progress ☐ No

Notes: _____

School lunch is scheduled as close to the middle of the school day as possible.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Students are encouraged to take healthy snack breaks.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Students have access to a variety of affordable, nutritious, and appealing foods in a clean environment.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Foods and beverages sold after school hours that do not meet the Smart Snacks criteria have higher sales prices than those that do not meet the Smart Snacks criteria.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Foods and beverages made available at classroom parties meet the Smart Snacks criteria.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Foods and beverages are not offered as a reward for students' performance or behavior.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Students receive nutrition education that teaches the skills needed to adopt healthy eating behaviors.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Classroom nutrition information is reinforced in the school cafeteria setting as well as in the classroom.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Nutrition education is taught by a certified/licensed health education teacher.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Schools strive to establish and/or support an instructional garden with nutrition education (planting, harvesting, preparing, serving, tasting).

☐ Yes ☐ In Progress ☐ No

Notes: _____

All foods available during the school day are offered to students with consideration for promoting health and reducing childhood obesity.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Taking into account the items above, describe your overall goals/priorities for nutrition education and promotion:

Describe your progress towards district nutrition education (e.g. classroom instruction, parent education) goals/priorities:

Describe your progress towards district nutrition promotion (e.g. Smarter Lunchroom techniques, increasing school lunch or breakfast participation, advertising healthy foods) goals/priorities:

PHYSICAL EDUCATION

Physical Education – Elementary School

Our district meets the National Association for Sport and Physical Education recommendation of 150 minutes of physical education per week, throughout the entire school year.

☐ Below ☐ Meets ☐ Exceeds

If below requirements, please explain: _____

Our district meets the ____ minutes requirement of physical education per week noted in our wellness policy, which is determined by district capacity.

☐ Below ☐ Meets ☐ Exceeds

If below requirements, please explain: _____

All students are required to participate in physical education for all years of enrollment of elementary school.

☐ Yes ☐ In Progress ☐ No

Notes: _____

We currently provide _____ minutes of physical education each week for elementary school students.

Physical Education – Middle School

Our district meets the National Association for Sport and Physical Education recommendation of 225 minutes of physical education per week, throughout the entire school year.

☐ Below ☐ Meets ☐ Exceeds

If below requirements, please explain: _____

Our district meets the ____ minutes requirement of physical education per week noted in our wellness policy, which is determined by district capacity.

☐ Below ☐ Meets ☐ Exceeds

If below requirements, please explain: _____

All students are required to participate in physical education for all years of enrollment of middle school.

☐ Yes ☐ In Progress ☐ No

Notes: _____

We currently provide _____ minutes of physical education each week for middle school students.

Physical Education – High School

Our district meets the National Association for Sport and Physical Education recommendation of 225 minutes of physical education per week, throughout the entire school year.

☐ Below ☐ Meets ☐ Exceeds

If below requirements, please explain: _____

Our district meets the ____ minutes requirement of physical education per week noted in our wellness policy, which is determined by district capacity.

☐ Below ☐ Meets ☐ Exceeds

If below requirements, please explain: _____

All high school students are required to participate in physical education for one full year.

☐ Yes ☐ In Progress ☐ No

Notes: _____

All high school students have physical education classes available for four years.

☐ Yes ☐ In Progress ☐ No

Notes: _____

We currently provide _____ minutes of physical education each week for high school students.

All Schools Physical Education

At least 50% of Physical Education classes are spent in moderate to vigorous physical activity.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Physical Education curriculum aligns with the Connecticut State Standards for Physical Education for Grades K-12, with grade-level benchmarks.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Student achievement is assessed based on Physical Education standards.

☐ Yes ☐ In Progress ☐ No

Notes: _____

A written Physical Education grade is reported for students according to the grading schedule of our district.

☐ Yes ☐ In Progress ☐ No

Notes: _____

An assessment is performed using a valid and reliable tool and is used to track student progress.

☐ Yes ☐ In Progress ☐ No

Notes: _____

The student-teacher ratio in Physical Education classes is comparable to that in core classes.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Waivers, exemptions, substitutions, and/or pass-fail options are prohibited, unless there are medical, cultural, or religious concerns.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Physical Education is taught by a certified/endorsed physical education teacher.

☐ Yes ☐ In Progress ☐ No

Notes: _____

The Physical Education teacher receives annual professional development.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Physical Education equipment is inspected regularly for safety and replaced when needed.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Describe your progress towards current district Physical Education goals/priorities.

PHYSICAL ACTIVITY

Physical Activity – Elementary School

Our district provides at least 45 minutes of physical activity each day (may include before/after school programs and recess, but not physical education).

☐ Yes ☐ In Progress ☐ No

Notes: _____

Our district provides at least 20 minutes each day of recess.

☐ Yes ☐ In Progress ☐ No

Notes: _____

We currently provide _____ minutes of recess each day and _____ total minutes of physical activity each day for elementary school students.

Physical Activity – Middle School

Our district provides at least 45 minutes of physical activity each day (not including time spent in physical education).

☐ Yes ☐ In Progress ☐ No

Notes: _____

We currently provide _____ minutes of physical activity each day for middle school students.

All Schools Physical Activity

All students are given opportunities for physical activity through a range of programs including:

☐ Interscholastic Athletics ☐ Intramurals
☐ Physical Activity Clubs ☐ Classroom-Based Physical Activity

☐ Recess

☐ Others, please specify: _____

We promote strategies/events that are designed to generate interest in and support active transport to school, such as:

☐ Walking School Buses ☐ Bicycle Trains
☐ Walk/Bike to School ☐ Safe Routes to School Program

☐ Others, please specify: _____

Recess is held outdoors, when practical.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Recess is held before lunch periods, when practical.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Indoor and outdoor facilities are made available so that physical activity is safe and not dependent on the weather.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Equipment is inspected, at least weekly, for safety and replaced when needed.

☐ Yes ☐ In Progress ☐ No

Notes: _____

We do not use physical activity as punishment or withhold physical activity for behavior management.

☐ Yes ☐ In Progress ☐ No

Notes: _____

We keep school spaces and facilities available to students, staff, and community members open before, during, and after the school day.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Taking into account the items above, describe your overall goals/priorities for physical activity:

Describe your progress towards district physical activity goals/priorities:

Communication with Parents

We regularly, at least annually, inform and update the public about the content, implementation of, and progress towards goals in our wellness policy.

☐ Yes ☐ In Progress ☐ No

Our last update was on: _____

If not, please explain:

We provide parents and the public with information on healthy foods that meet the USDA Smart Snacks requirements.

☐ Yes ☐ In Progress ☐ No

Notes: _____

Our program makes the caloric, sodium, and other nutritional content of foods and beverages at school available to families.

☐ Yes ☐ In Progress ☐ No

Notes: _____

We provide information about physical education and other school-based physical activity opportunities before and after school.

☐ Yes ☐ In Progress ☐ No

Notes: _____

We provide information via:

- | | |
|---|---|
| <input type="checkbox"/> Our School Web Site
<input type="checkbox"/> Take-Home Materials
<input type="checkbox"/> Physical Education Materials
<input type="checkbox"/> Others, please specify: _____ | <input type="checkbox"/> Newsletters
<input type="checkbox"/> Special Events |
|---|---|

Monitoring, Compliance, and Evaluation

Our Superintendent or Designee, _____, ensures compliance with established district-wide nutrition and physical activity wellness policies.

- ☐ **Yes** ☐ **In Progress** ☐ **No**

If not, please explain: _____

If applicable, please attach a list of the person(s) in charge of these items as an Appendix to the report.

Our Superintendent or designee, _____, designated one or more persons to be responsible for ensuring that each school within the district complies with this policy at:

- | | |
|--|--|
| <input type="checkbox"/> School Activities
<input type="checkbox"/> Celebrations
<input type="checkbox"/> Physical Education/Physical Activity Minutes
<input type="checkbox"/> Others, please specify: _____ | <input type="checkbox"/> Fundraisers
<input type="checkbox"/> Daily Calendar Schedule |
|--|--|

We send an annual summary report on district-wide compliance with the established nutrition and physical activity policies to the School Board.

- ☐ **Yes** ☐ **In Progress** ☐ **No**

Our latest summary was sent on _____.

Notes: _____

A timeline for implementation of the wellness policy has been established.

- ☐ **Yes** ☐ **In Progress** ☐ **No**

Notes: _____

When new standards, rules, or regulations for nutrition and wellness are created, the wellness policy will be updated to follow those standards.

- ☐ **Yes** ☐ **In Progress** ☐ **No**

Notes: _____

Describe progress towards district goals/priorities in other school based activities that promote student nutrition and physical activity:

Please provide any other information/comments:

The district's web site address is www.putnam.k12.ct.us. All policies can be found under the **Board of Education** tab by clicking on **Policies**.

Questions or comments on the local school wellness policy and/or reports can be directed to Nancy T. Cole at colen@putnam.k12.ct.us or by calling 860-963-6900 Ext 5003.

If you are interested in becoming a part of the local school wellness committee, please contact Nancy T. Cole.

APPENDIX D

PUTNAM PUBLIC SCHOOLS

Request Form for Fundraisers Includes Food and Beverages in Healthy Food Certification Public Schools

Complete this form for all school fundraisers and submit it to the Building Principal.

School where Fundraiser will occur: ☐ Elementary School ☐ Middle School ☐ High School

Fundraising Organization: _____

Fundraising Contact Person: _____

Phone: _____

Email: _____

Date(s) of Fundraiser: FROM _____ TO _____
Month Day Year Month Day Year

**IF THE FUNDRAISER IS FOR FOOD OR BEVERAGE ITEMS,
PLEASE SKIP THIS PAGE AND COMPLETE THE BACK SIDE OF THIS FORM.**

1. What is the fundraising item(s) or event: Please describe _____

2. Who will the fundraiser items be sold to? (Check all that apply)
☐ Students ☐ Parents and Other Adults ☐ School Staff ☐ Other (specify) _____

3. Where will the fundraiser be conducted? (Check all that apply)
☐ On school premises ☐ Off school premises (please describe): _____

4. When will the fundraiser be conducted? (Check all that apply) ☐ During school day: Indicate times _____
☐ After school day: Indicate times _____ ☐ Weekends: Indicate times _____

5. How will the fundraiser be conducted? Explain the sales process, money collection process and pick up procedures:

All food fundraisers must meet the Connecticut Nutrition Standards and all beverage fundraisers must meet the beverage requirements of Section 10-221q of the Connecticut General Statutes and the USDA Smart Snacks standards **unless** the Board of Education votes to allow exemptions **and** the foods and beverages are sold at the location of events that occur after the school day or on the weekend, provided they are not sold from a vending machine or school store. Information on acceptable fundraisers can be found in the Connecticut State Department of Education's (CSDE) handout, *Requirements for Food and Beverage Fundraisers*.

1. Will the fundraiser sell any **food items**: ☐ Yes ☐ No (Skip to Question 2)
 - a. Do the food items meet the Connecticut Nutrition Standards?

☐ No

☐ Yes, how determined? (e.g. items are on the CSDE's *List of Acceptable Foods and Beverages**, conducted recipe analysis)

2. Will the fundraiser sell any **beverages**: ☐ Yes ☐ No (Skip to Question 3)
 - a. Do the beverages meet the Connecticut Nutrition Standards?

☐ No

☐ Yes, how determined? (e.g. items are on the CSDE's *List of Acceptable Foods and Beverages**, conducted recipe analysis)

3. List all food or beverage items sold (e.g. candy, cookie dough, cakes, soda, etc.) **Attach additional pages if necessary**

Manufacturer	Food or Beverage
4. **Who** will the fundraiser items be sold to? (Check all that apply)

☐ Students ☐ Parents and Other Adults ☐ School Staff ☐ Other (specify)_____
5. **Where** will the fundraiser be conducted? (Check all that apply) ☐ On school premises ☐ Off school premises
6. **When** will the fundraiser be conducted? (Check all that apply)

☐ During school day: Indicate times_____

☐ After school day: Indicate times_____ ☐ Weekends: Indicate times_____
7. Will the fundraiser be conducted at the **location of an event that has been exempted by the Board of Education**?

☐ No

☐ Yes, describe event:_____
8. **How** will the fundraiser be conducted? Explain the sales process, money collection process and pick up procedures:

*The CSDE's *List of Acceptable Foods and Beverages* includes brand-specific foods that meet state and federal requirements for competitive foods.

For District Use Only. Fundraiser is (check one)

- ☐ Approved: Fundraiser meets CNS and/or state beverage statute and will be conducted in compliance with HFC requirements.
- ☐ Not Approved, Reason:_____

Signature of Authorized Individual

Title

Date