



Date: June 18, 2019

To: Navigator Schools Board of Directors

From: Benjamin Moeller, Director of Information Technology and Operations

Re: GPS Wellness Policy

Navigator Schools is committed to the optimal development of every student. Navigator Schools believes students should have the opportunity to achieve personal, academic, developmental, and social success in a positive, safe, and health-promoting learning environment at every level, in every setting, throughout the school year.

The GPS Wellness policy outlines Gilroy Prep'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.

A School Wellness Committee was formed and met three times this year to establish goals for and oversee school health and safety policies and programs, including development, implementation, periodic review, and update of this Gilroy Prep School Wellness Policy.

# Gilroy Prep Wellness Policy 2019

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## Gilroy Prep Wellness Policy 2018 - 2019

### Preamble

*Gilroy Prep School* (hereto referred to as the School) is committed to the optimal development of every student. The School believes students should have the opportunity to achieve personal, academic, developmental, and social success in a positive, safe, and health-promoting learning environment at every level, in every setting, throughout the school year.

This policy outlines the School'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 School have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with federal and state nutrition standards;
- 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;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the School in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The School establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

The Wellness Policy in its entirety may be viewed in the School's Main Office. This policy applies to all students and staff in the School.

**I. School Wellness Committee**

***Committee Role and Membership***

The School will convene a representative School Wellness Committee (hereto referred to as the SWC) that meets at least three times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, periodic review, and update of this Gilroy Prep School Wellness Policy (heretofore referred as “Wellness Policy”).

The SWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; school health professionals (ex., health education teachers, school health services staff [i.e., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], mental health and social services staff [i.e., school counselors, psychologists, social workers, or psychiatrists]; school administrators (ex., principal, vice principal), school board members; health professionals (ex., dietitians, doctors, nurses, dentists); and the general public. To the extent possible, the SWC will include representatives that reflect the diversity of the community.

***Leadership***

The Principal or designee(s) will convene the SWC and facilitate development of and updates to the Wellness Policy, and will ensure the school’s compliance with this policy.

Name	Title	Email address	Role
Mariana Esparaza	Food Service Manager	<a href="mailto:mesparza@navigatorschools.org">mesparza@navigatorschools.org</a>	SWC Committee Co-Chair
Alex Mijares	SIS Admin/Office Coordinator	<a href="mailto:amijares@navigatorschools.org">amijares@navigatorschools.org</a>	SWC Committee Co-Chair
Guadalupe Olmos	Parent/Office Assistant	<a href="mailto:golmos@navigatorschools.org">golmos@navigatorschools.org</a>	Wellness Policy Coordinator
Rahmi Abuelhaj	Atheltic Director	<a href="mailto:rabelhaj@navigatorschools.org">rabelhaj@navigatorschools.org</a>	Committee Member
Aimee Hubbard	Vice Principal	<a href="mailto:ahubbard@navigatorschools.org">ahubbard@navigatorschools.org</a>	Committee Member and Coordinator
Fulgence Dulay	Maintenance and Operations Manager	<a href="mailto:fdulay@navigatorschools.org">fdulay@navigatorschools.org</a>	Committee Member

The school has designated School Wellness Policy Coordinator(s), identified in the table above, who will ensure compliance with the Wellness Policy..

## II. Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement

### *Implementation Plan*

The School will develop and maintain a plan for implementation to manage and coordinate the execution of this Wellness Policy. The plan delineates roles, responsibilities, actions, and timelines, and includes information about who will be responsible to make what change, by how much, where, and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness. The school will reference the [Healthy Schools Program online tools](#) to complete a school level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation, and generate an annual progress report.

This Wellness Policy and the progress reports can be found at: <http://www.gilroyprep.org/>

### *Recordkeeping*

The School will retain records to document compliance with the requirements of the Wellness Policy at Gilroy Prep School Main Office located at 277 I O O F Ave, Gilroy, CA 95020 and/or on the Gilroy Prep School website, <http://www.gilroyprep.org/>.

Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including (1) Efforts to actively solicit SWC membership from the required stakeholder groups; and (2) These groups' participation in the development, implementation, and periodic review and update of the wellness policy;
- Documentation of annual policy progress reports for the school; and
- Documentation of the triennial assessment of the policy;
- 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.

### *Annual Progress Reports*

The School will compile and publish an annual report to share basic information about the Wellness Policy and report on the progress of the school in meeting wellness goals. This annual report will be published around the same time each year in June. This report will include, but is not limited to:

- The website address for the Wellness Policy and/or how the public can receive and access copy of the Wellness Policy;
- A description of the school's progress in meeting wellness policy goals;
- A summary of the school's events or activities related to Wellness Policy implementation;

- The name, position, title, and contact information of the designated School Wellness Policy leader(s) identified in Section I; and
- Information on how individuals and the public can get involved with the SWC.

The annual report will be available in English, and translated into Spanish as requested.

The School will actively notify households/families of the availability of the annual report.

The SWC, will establish and monitor goals and objectives for the school's specific and appropriate content-specific components listed in Sections III-V of this policy.

### ***Triennial Progress Assessments***

At least once every three years, the School will evaluate compliance with the Wellness Policy to assess the implementation of the policy and include:

- The extent to which the School's Wellness Policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the School's Wellness Policy.

The position/person responsible for managing the triennial assessments contact information is Fulgence Dulay, Maintenance and Operations Manager, (408) 337-5445.

The SWC, in collaboration with the Principal, Vice Principal, and Academic Dean will monitor schools' compliance with this Wellness Policy.

The School will actively notify households/families of the availability of the triennial progress report.

### ***Revisions and Updating the Policy***

The SWC will update or modify the Wellness Policy based on the results of the annual progress reports and triennial assessments, and/or as School priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and as new federal or state guidance or standards are issued. **The Wellness Policy will be assessed and updated as indicated at least once every three years, following the initial triennial assessment.**

### ***Community Involvement, Outreach, and Communications***

The School is committed to being responsive to community input, which begins with awareness of the Wellness Policy. The School will actively communicate ways in which representatives of SWC and others can participate in the development, implementation, periodic review and update of the Wellness Policy through a variety of means appropriate for the school. The School will also inform parents of the compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The School will use electronic means, such as email or displaying notices on the school's website, as well as non-electronic means, such as newsletters, presentations to parents, or sending hard copy information home to parents, to ensure that all families are actively notified of the content, implementation, and updates to the Wellness Policy, as well as how to get involved and support the policy. The School will ensure that communications are culturally and linguistically appropriate for the community, and accomplished through means similar to ways that the school communicates other important school information with parents.

The School will actively notify the public about the content of or any updates to the Wellness policy annually, at a minimum. The School will also use these mechanisms to inform the community about the availability of annual and triennial reports.

### **III. Nutrition**

#### ***School Meals***

Gilroy Prep School is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. School meal programs aim to improve diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

The school participates in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and Afterschool Snack Program. The school is committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The School offers reimbursable school meals that meet [USDA nutrition standards](#).)
- Promote healthy food and beverage choices
- Participation in federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.

#### ***Staff Qualifications and Professional Development***

All school nutrition program staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). 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.

#### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day\* and throughout every school campus\* ("school campus" and "school day" are defined in the glossary). The School 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.

### ***Competitive Foods and Beverages***

The School is committed to ensuring that all foods and beverages available to students on the school campus\* during the school day\* support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., “competitive” foods and beverages) 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](http://www.healthiergeneration.org/smartsnacks).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the extended school day will meet or exceed the state nutrition guidelines. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

### ***Celebrations and Rewards***

All foods offered on the school campus should meet or exceed the state nutrition standards, including through:

1. Celebrations and parties.
2. Classroom snacks brought by parents; and
3. Rewards and incentives.

Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus\* during the school day.

### ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias.

The School will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.



***Nutrition Education***

The School aims to teach, model, encourage, and support healthy eating by students. The School will provide nutrition education that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- 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;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products
- Link with school meal programs, cafeteria nutrition promotion activities.

***Essential Healthy Eating Topics in Health Education***

The School will include in the health education area:

- The relationship between healthy eating and personal health and disease prevention
- Food guidance from [MyPlate](#)
- Eating a variety of healthy foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables, and whole grain products
- Importance of water consumption
- Importance of eating breakfast
- Reducing sodium intake

***Food and Beverage Marketing in Schools***

Any foods and beverages marketed or promoted to students on the school campus during the extended school day will meet or exceed the state nutrition standards.

**III. Physical Activity**

Children and adolescents should participate in physical activity every day. A substantial percentage of students' physical activity will be provided through a comprehensive, school-based physical activity program (CSPAP) that includes these components: physical education, recess, classroom-based physical activity, walk and bicycle to school, and out-of-school time activities and the school is committed to providing these opportunities.

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **will not be withheld** as punishment in any circumstance(s).

To the extent practicable, the School will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The School will conduct necessary inspections and repairs.

***Physical Education***

The School will provide students with physical education, that is age-appropriate

All students will be provided equal opportunity to participate in physical education classes. The School will make appropriate accommodations to allow for equitable participation for all students.

***Active Academics***

The School will support classroom teachers incorporating physical activity.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

**IV. Other Activities that Promote Student Wellness**

The School will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The School will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes. Schools are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by the school curriculum experts.

*Glossary:*

**Extended School Day** - time during before and after school activities that includes clubs, intramural sports, dance, etc.

**School Campus** - areas that are owned or leased by the school and used at any time for school-related activities such as the school building or on the school campus, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields, and stadiums (e.g. on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day** - midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

Appendix A: School Level Contacts

School	Name	Title	Email Address	Role
GPS	Mariana Esparza	Food Service Manager	<a href="mailto:mesparza@navigatorschools.org">mesparza@navigatorschools.org</a>	SWC Committee Co-Chair
GPS	Aimee Hubbard	Vice Principal	ahubbard@navigatorschools.org	SWC Committee Co-Chair

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