

PLAZA ELEMENTARY SCHOOL DISTRICT

Student Health and Wellness  
Policies and Regulations

2017-2018

## **Table of Contents**

|   |        |
|---|--------|
| Plaza Health and Wellness Policy Introduction | Page 3 |
| Nutritional Standards                         | Page 4 |
| Nutritional Standards-Public Notice           | Page 6 |
| Procurement Policy                            | Page 7 |

## Appendix

BP 0200 Goals for the School District  
BP 3550 AR 3550 Food Service/Child Nutrition Program  
BP 3550 AR 3553 Free and Reduced Price Meals  
BP 3554 AR 3554 Other Food Sales  
BP 6142.7 Physical Education and Activity

# **Plaza Elementary School District's Wellness Policies on Physical Activity and Nutrition**

## **Introduction**

The Plaza Elementary School District is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. To do this the district understands:

- Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive;
- Good health fosters student attendance and education;
- Obesity rates have doubled in children and tripled in adolescents over the last two decades due primarily to excessive calorie intake and physical inactivity.

Therefore, it is the policy of the Plaza Elementary School District that:

1. The school district will engage all stakeholders in developing, implementing, monitoring, and reviewing all district nutrition and physical activity policies.
2. All students will have opportunities, support, and encouragement to be physically active on a regular basis.
3. Food or beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for each grade level.
4. Students will be provided with access to a variety of affordable, nutritious, and appealing foods and will be provided with a clean, safe, and pleasant settings and adequate time to eat.
5. The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

## **School Health Council**

The Plaza School Site Council, under the direction and support of the school administrator will develop, implement, monitor, review, and as necessary revise school nutrition and physical activities policies. An annual review of these policies will be conducted by the SSC. The school administrator will report on the results of this review to the Plaza Board of Trustees at a regularly scheduled meeting. The school administrator will also inform the public about the policies and their implementation.

## **Food and Beverages Sold and Served on Campus**

### School Meals

Meals served through the National School Lunch and Breakfast Program will:

- Be appealing and attractive to children
- Be served in clean and pleasant surroundings
- Meet, at a minimum, nutrition requirements established by state, local, and federal statutes and regulations
- Offer a variety of fruits and vegetables
- Serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives
- Ensure that half of the served grains are whole grain

### Breakfast

The district will ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn by:

- Operate the School Breakfast Program
- Arrange bus schedules and utilize methods to serve school breakfasts that encourage participation
- Notify parents of the availability of the School Breakfast Program
- Encourage parents to provide a healthy breakfast for their children

### Free and Reduced Meals

All parents will be notified of the availability of free and reduced meals and the eligibility requirements for them. The school will make every effort to prevent the identification of those children to eliminate any social stigma attached to this program.

### Food and beverages sold outside of the reimbursable meals for fund raising:

All sales of food or beverages sold outside the regular school lunch program will be pre-approved by the school administrator or designee and will comply with all applicable nutritional standards. The organization must agree to the following conditions:

- The organization shall sell only one food item per sale
- The sale does not begin until the close of the regularly scheduled midday food service
- The food is not prepared on the premises
- There are no more than four such sales per year
- The food sold is a dessert-type food
- The food sold is not one sold by the district's food service program that day

Beverages that are allowed to be sold include:

- Fruit-based drinks that are composed of at least 50% fruit juice and have no added sweetener
- Vegetable-based drinks that are composed of at least 50% vegetable juice and have no added sweetener
- Drinking water with no added sweetener
- Two-percent-fat milk, one-percent-fat milk, non-fat milk, soy milk, rice milk, and other similar non dairy milk
- An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20 ounce serving

Snacks that are allowed to be sold shall meet the following standards::

- Not more than 35% of its total calories shall be from fat. This does not apply to nuts, eggs, or cheese packaged for individual sales
- Not more than 10% of its calories shall be from saturated fat. This does not include eggs or cheese packaged for individual sale
- Not more than 35% of its total weight shall be composed of sugar.
- No more than 250 calories per individual food item

### **Nutrition and Physical Activity Promotion**

The Plaza Elementary School aims to teach, encourage, and support healthy eating by students. The school will offer nutrition education at each grade level not only as health education but also classroom instruction in all core and elective subjects. Activities such as farm visits, promotions and other interactive programs will be offered each year. Students will learn the need to balance caloric intake with physical expenditure through physical activity and exercise.

Students will receive at least sixty minutes per day in physical activity. The school day will include a morning recess, noon time, and a physical education period for each grade level. Teachers will provide other breaks as appropriate throughout the school year.

Plaza Elementary School District  
Nutritional Standards-Public Notice

These Standards, in accordance with Board Policy and Administrative Regulations #3550, adopted November 16, 2011 shall be posted in public view within the cafeteria.

1. The only food that may be sold to students during breakfast and lunch periods is food that is sold as a full meal. However, fruits, non-fried vegetables, legumes, beverages, dairy products or grain products may be sold as individual food items if:
  - a. Not more than 35% of the total food calories, excluding nuts or seeds, are from fat.
  - b. Not more than 10% of the food items total calories are from saturated fat.
  - c. Not more than 35% of the total weight of the food item, excluding fruits and vegetables, is comprised of sugar.
  - d. Its total calories do not exceed 175 calories.
2. Any individual food item sold to students during morning or afternoon breaks shall meet the standards in #1 above.
3. Regardless of the time of day, the only beverages that may be sold to elementary students are water, milk, and 100 percent fruit juices, fruit-based drinks that are comprised of no less than 50% fruit juice and have no added sweeteners, or vegetable-based drinks that are comprised of no less than 50% vegetables and have no additional sweeteners.
4. The only beverages that may be sold to middle school students (students in grades six through eight) from one half hour before the start of the school day until the end of the last period are:
  - a. Fruit based drinks that are comprised of no less than 50% fruit juice and have no added sweeteners.
  - b. Drinking water
  - c. Milk, including but not limited to chocolate milk, soy milk, rice milk, and other similar dairy or non-dairy milk.
  - d. An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20 ounce serving.

**Procurement Policy for Plaza Elementary School  
District  
Food Service Department**

**This policy is in compliance with the Government Code of the State of California, sections 54202 and 54204, which mandate the following:**

**54202:** Every local agency shall adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the local agency. Purchases of supplies and equipment by the local agency shall be in accordance with said duly adopted policies and in accordance with all provisions of law governing same. No policy, procedure, or regulation shall be adopted which is inconsistent or in conflict with this statute.

**54204:** If the local agency is other than a city, county, or city and county, the policies provided for in Section 54202 shall be adopted by means of a written rule or regulation, copies of which shall be available for public distribution.

**Plaza Elementary School District will adhere to the following policy requirements for any procurement related to food service:**

**Purchases:**

- ***Purchases greater than \$80,000:***
  - If the amount exceeds eighty thousand dollars (\$80,000) this is considered a formal purchase, and contract must be awarded through a formal bid process and a call for bids or request for proposals shall be published at least once in a newspaper of general circulation in the district, as well as published in a newspaper generally circulated state-wide and posted on the district's website. The call for bids or proposals may also be published in a regional newspaper. No contract shall be divided for the purpose of avoiding this paragraph.
  
- ***Purchases greater than \$10,000 and less than \$25,000:***
  - **Plaza Elementary School District** will obtain competitive bids (quotes) when any purchase will cost more than ten thousand dollars (\$10,000.00) and less than twenty-five thousand dollars (\$25,000.00).

- **Purchases less than \$10,000:**
  - Any purchase greater than three thousand dollars (\$3,000.00) and less than ten thousand dollars (\$10,000.00) is considered a small purchase and does not require a bid process, however, the small purchase shall be made on a competitive basis.
  - Any purchase below three thousand dollars (\$3,000.00) is considered a micro-purchase. Micro-purchases may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent feasible, however, the district must distribute micro-purchases equitably among qualified suppliers.

**Bid Specifications:**

Plaza Elementary School District contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents, or any of the contract language.

Identical bid specifications and/or request for proposals will be provided to all potential vendors.

**Geographic Preference:**

No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School Plaza Elementary School District may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.

**Buy American:**

Plaza Elementary School District will adhere to “**Buy American**” for the food service program. Therefore Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. However, Exceptions are allowed when:

- Food preferences can only be met with foreign goods
- Insufficient quantity and/or quality is available in the USA
- Domestic cost is significantly higher

### **Debarment and Suspension:**

All food service contracts to be paid with Federal assistance expected to equal or exceed \$25,000.00. Plaza Elementary School District will obtain verification regarding debarment, suspension, ineligibility, and voluntary exclusion.

- To meet this requirement Plaza Elementary School District will use the state-approved Debarment and Suspension Certification Form to be included as an attachment to all contracts and bid documents.

### **Standard of Conduct for Plaza Elementary School District Employees:**

Plaza Elementary School District maintains the following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds:

- No Plaza Elementary School District employees will engage in any procurement when there is a conflict of interest, real or perceived, and employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors
- No Plaza Elementary School District employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:
  - The employee
  - Any member of his/her immediate family
  - People with whom there is an affectionate personal relationship
  - An organization which employs or is about to employ any of the above
- Plaza Elementary School District would like all employees to behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.
- Employees found to be in violation of this policy are subject to disciplinary action. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

- Plaza Elementary School District employees, officers, or agents shall neither solicit nor accept gratuities, favors, prizes, or anything of monetary value from contractors, political contractors, or parties to sub-agreements, or vendors to exceed a value of \$50.00

**Contract Administration:**

Plaza Elementary School District will maintain a contract administration system which will ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Plaza Elementary School District Business Manager will review all aspects of any contractor bid documents, expenditures, processes, and procedural aspects to ensure compliance with all federal, state, and school district regulations.

**Discounts, Rebates, Credits:**

Plaza Elementary School District will verify that all food program contracts and procurements are net of all applicable discounts, rebates, and credits. All contractors will maintain records and source documents in support of all costs, discounts, rebates, and credits.

**Records Retention:**

The District will retain all food program records for three years after final payments and/or three years after any pending matters have been closed and completed.

**Bid Protest Procedures:**

Any vendor who desires to protest the award of a bid pursuant to this policy shall, within fifteen (15) days after award of the bid, give notice of their protest. The notice shall state in detail the basis of the claimant's bid protest and the resolution requested. The bid protest shall be provided to the Food Service Director or other person designated by the school district to handle bid protests pursuant to the food service procurement policy. The Food Service Director or other person so designated shall investigate the claim and issue a written decision within fifteen (15) days after receipt. If the claimant is not satisfied with the decision of the Food Service Director, the claimant may appeal the decision to the board of trustees of the school district. The notice of appeal shall be filed with the board of trustees at the office of the Superintendent of Schools within fifteen (15) days after issuance of the decision being appealed from. The appeal shall state the basis of the appeal and

provide to the board the original bid protest, together with a copy of the decision being appealed from. The specific grounds for the appeal shall be stated in the appeal and shall not include additional claims or information not provided with the original bid protest.

The board of trustees at the next regular board meeting following the receipt of the appeal shall either hear the appeal or set a time to consider the appeal. The board may in its discretion render a decision based upon the information and records before the board of trustees or, in the board's discretion, may request the claimant and a representative of the school district to each present information pertaining to the bid protest. In the event the board chooses to hear from the bid protester and a representative of the school district, each will be entitled to present or have someone on their behalf present their position to the board.

Thereafter, the board shall render its decision either at that meeting or at the next regular board meeting.