

## Montana School District Wellness Policy Report (district level)

In order to meet the requirements of the USDA's School Wellness Policy, a school must:

- Assign a school wellness designee to manage school wellness policy implementation.
- Demonstrate the steps they are taking to implement and evaluate the five areas of the school wellness policy ,
- Maintain ongoing communication with key stakeholders and the public, and
- Report to the school board and the public on an annual basis.

This survey will serve as a baseline report for your district level school wellness policy.

Completing this report will enable you to generate a yearly report that can be shared with key stakeholders, the public and the Office of Public Instruction. We suggest that you review the entire document to become familiar with the information requested in each section. Once you start entering data, you can save and update this file as often as needed. You must press the SAVE button prior to closing the document each time. It will be helpful to use the same computer while completing this report. Once you've completed this report to your satisfaction, press the SAVE Button and then the SUBMIT button. Once submitted, we will be able to send the report back to you in Adobe PDF format for your future use.

Thank you for your commitment to school wellness and creating a healthy school environment. Please contact Katie Bark, Montana Team Nutrition, Montana State University if you need further clarification: [kbark@mt.gov](mailto:kbark@mt.gov) or (406) 994-5641

Submit date: **Mar 10, 2016**

### Select the School Year:

✓ 2015-16

### Please provide the following:

Date of Completion:	03/02/2016
Name of person completing form:	Erica Harp
E-mail address for the person completing the form:	erica_harp@gfps.k12.mt.us
School District Wellness Coordinator Name:	
E-mail Address:	erica_harp@gfps.k12.mt.us
Telephone Number:	4064032662

### County and School District

Select County First: **Cascade**

District: **Great Falls Elem LE0098**

### I have another district to add.

Yes  
 No

### School Wellness Policy Review and Reporting to the Public:

#### Please provide the following information

Date that this policy was adopted or last reviewed by the local school board members:	2009
Most recent date that the board members received a progress report on the policy's implementation plan:	2015 spring
Most recent date that the parent association(s) received a progress report on the policy's implementation plan:	2014 fall

### The school wellness assessment report is posted on the district website.

Yes

No

Please provide the website link for the report:

### Stakeholder Input for the School Wellness Policy:

A School Wellness or Health Committee is recommended to ensure that key school and community stakeholders provide input to the development, implementation, and assessment of the wellness policy. This committee may be a standalone council or be a sub-committee of an existing committee (i.e. through the Montana Behavioral Initiative School Team or Graduation Matters Council).

▶ Please include a list of the positions (or roles) and their names that serve on the committee (\*recommended members).

School Administrator*:	
School Food Service*:	Jennifer Spellman
Health Enhancement Teacher*:	
Family Consumer Science Teacher:	
School Nurse/Health Professional*:	Erica Harp
Parent*:	Syndee George
School Board Member:	
Community Representative*:	Lacey Gallagher, Benefis Health Systems; Lindsay Smith, City County Health Department
Student:	
Other:	CARE team: Jody Murray and Danielle Funseth; Abigail Lichliter, MSU Extension Office

▶ Please provide the following information:

Name of Chairperson:	Erica Harp
Phone:	4064032662
E-mail:	erica_harp@gfps.k12.mt.us
How often does the committee meet during the school year?	monthly

### Maintaining Good Communication with School Staff

List the steps the district has taken to ensure that the staff within each school in the district is aware of the wellness policy's goals and the details of the implementation plan.

▶ Select all that apply:

- There a designated person at each school that keeps the staff informed of wellness goals, or specific procedures, activities or projects.
- The school wellness implementation plan is reviewed with all principals to review with staff members each year.
- The school wellness implementation plan or report is reviewed and updated by the district wellness committee each year.
- The school wellness plan and/or report are posted on the school website and information is shared at an annual board meeting and at staff meeting (s).
- Information on the school wellness policy and implementation plan is listed in school newsletters, parent handbooks and/or publications distributed to parents and school staff.
- Information on the school wellness policy is posted on the school district website or through the school's social media site.
- Other

### Maintaining good communication with Students, Parents and Community Members

List the steps the school district has taken to ensure students, parents and community members are kept informed about the wellness policy's goals and the specific procedures, activities or projects.

▶ Select all that apply from the list below:

- An annual report on the progress of the school wellness policy plan is given at a yearly school board meeting.
- Information on the school wellness policy and implementation plan is listed in school newsletters, parent handbooks and/or publications distributed to parents and school staff.
- Information on the school wellness policy is posted on the school district website or through the school's social media site.
- Other - please list:

### Assessment of the District Level School Wellness Policy Implementation Plan:

The District's implementation plan puts the school wellness policy into action throughout the entire district. The plan can be created by:

- Reviewing the overarching goal for each of the five school wellness areas: 1) nutrition guidelines, 2) nutrition education, 3) nutrition promotion, 4) physical activity, and 5) other school wellness topics that support student wellness.
- Rating your school's progress on each objective listed under the 5 school wellness area goals.

Please rate each objective using the following scale (1-4)

- 1 = Met
- 2 = Not Met
- 3 = In Progress
- 4 = Not Applicable

▶ Goal 1 - Nutrition Guidelines

**In order to meet this overarching goal, for Nutrition Guidelines,**

***The district will influence the development of healthful life-long eating behavior in students by making the healthy choice the easy choice. It will achieve this by ensuring that nutrient-rich foods and beverages consistent with the Dietary Guidelines for Americans and USDA's Choose My Plate (choosemyplate.gov) are readily accessible on school campus. The District will follow nutrition guidelines for all foods sold on campus during the school day to promote student health and academic performance while taking steps to reduce childhood obesity.***

The District can achieve this goal by completing a variety of objectives as listed below. Please rate each objective using the following scale (1-4).

	1 Met	2 Not Met	3 In Progress	4 Not Applicable
1. School nutrition manager is a certified food handler (as documented by ServSafe training).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. School nutrition program staff regularly receive professional development through attending annual statewide or regional conferences.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. School meals are planned in accordance to the USDA's nutrition standards as set by the 2010 Healthy Hunger Free Kids Act for the National School Breakfast, Lunch or Summer Foodservice Programs.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The district is meeting the USDA Smart Snack rule throughout the school campus during the school day. This includes foods sold in student stores, vending machines, a la carte programs, and fundraisers.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The district is by procuring local or regionally grown foods in their school meals programs.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Schools are striving to meet the criteria of the USDA HealthierUS School/Smarter Lunchroom Challenge Award Program.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The district is promoting non food student rewards and/or if foods or beverages are used as student rewards they are nutrient rich and are consistent with the USDA's Choose My Plate guidelines. Food will not be used as a reward or incentive in the classroom; staff will not withhold mealtime as a punishment method for students.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The district promotes Nutrient rich food and beverages in classroom celebrations and/or promotes non food activities such as fun physical activities.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The district is ensuring that food based fundraisers held during the school day meet the USDA's Smart Snack rule guidelines.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The district is ensuring the nutrition guidelines are met in the After School Snack Program, or the Fresh Fruit and Vegetable Snack Program or the Summer Feeding Program.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The school promotes drinking water by improving access to free, safe drinking water in varied locations of the school (including the cafeteria) and through education and encouragement by staff.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

▶ Goal 2 – Nutrition Education

**In order to meet this overarching goal, for Nutrition Education,**

***The district will influence the development of healthful lifelong eating behaviors in students through nutrition education and nutrition promotion. Nutrition education will be offered as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to adapt health enhancing behaviors. Nutrition education will be incorporated as much as possible into the school day.***

The district can achieve this goal by completing a variety of objectives as listed below. Please rate each objective using the following scale (1-4).

	1 Met	2 Not Met	3 In Progress	4 Not Applicable
1. The district strives to achieve the recommendations of Nutrition Education by Grade Level (see above).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The district teaches students nutrition education using resources based on up-to-date, scientifically based nutrition information consistent with the Dietary Guidelines for Americans and USDA's Choose My Plate icon.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The district implements a Farm to School program (a program that purchases local or regional food for school meal programs, uses a garden based curriculum with students, and includes community connections to agriculture) to provide nutrition education and promotion.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The district utilizes school cafeterias as a learning laboratory to allow students to apply critical thinking skills in making menu selections.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The district encourages student engagement in nutrition education through student mentoring activities or projects and the implementation of programs such as Fuel Up to Play 60 or other programs	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6. Nutrition education will be delivered by staff who are adequately prepared and who participate in professional development activities in order to deliver effective instruction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

▶ Goal 3 - Nutrition Promotion

In order to meet this overarching goal, for Nutrition Promotion, the district will influence the development of healthful lifelong eating behaviors in students through nutrition promotion. Nutrition promotion messages are targeted to a specific audience (students, staff, parents or the community) to motivate them to take action. Nutrition promotion will be incorporated as much as possible into the school day.

The district can achieve this goal by completing a variety of objectives as listed below. Please rate each objective using the following scale (1-4).

	1 Met	2 Not Met	3 In Progress	4 Not Applicable
1. The district promotes nutrition through enhancing the cafeteria with the addition of posters, displays, bulletin boards and/or food/nutrition/health -related art work from students.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2. The district promotes water and calcium rich milk intake by making them readily available during the school day.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The district promotes nutrition through the sales of healthy snacks and beverages in multiple ways through foods sold in vending machines, student stores, concession stands, and afterschool school snack bars.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The signage displayed throughout the school campus promotes nutrient-rich foods and beverages as much as possible as evidenced in vending machines, scoreboards, and signs posted in the cafeterias.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5. The district promotes nutrition through the use of non food rewards or healthy food rewards.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6. The district encourages staff and parents to plan classroom celebrations that include healthy foods/beverages and limit foods and beverages with high sugar and fat contents.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The district encourages staff to be role models for health and exhibit a positive outlook toward healthy behaviors through offering staff wellness activities.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The district implements Smarter Lunchroom techniques in cafeterias to motivate students to make healthful selections during the school lunch or breakfast meal.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
9. The district implements a Farm to School program (this program increases local or regional food procurement, uses a garden based curriculum with students, and includes community connections to agriculture) to provide nutrition education and promotion.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The district implements fundraising projects that promote nutritious choices and includes foods from one of the five food groups of the USDA's Choose My Plate meal guidance system.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The district promotes nutrition to parents, families and the community through sharing information on the school menus, newsletters, website and social media; in addition to food/nutrition/health related classroom projects, school events or activities.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. The district strives to only allow marketing and advertising of foods and beverages that meet the USDA's Smart Snack nutrition standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

▶ **Goal 4 – Physical Activity**

In order to meet this overarching goal for Physical Activity, the district will provide opportunities for every student to develop the knowledge and skills for specific physical activities to maintain physical fitness; and to obtain health education that instills an understanding of the short and long-term benefits of a physically active and healthy lifestyle. Activities will be designed to meet the needs, interests and abilities of all students.

The district can achieve this goal by completing a variety of objectives as listed below. Please rate each objective using the following scale (1-4).

	1 Met	2 Not Met	3 In Progress	4 Not Applicable
1. The district will ensure that all students in grades K-12 will receive daily health enhancement (or its equivalent of 150 minutes per week for elementary students; 225 minutes per week for middle and high school students) for the entire school year. Students with disabilities, special health-care needs, and those in alternative education settings will be included.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The district will ensure that students will spend at least 50% of health enhancement class time participating in moderate to vigorous physical activity.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The district will ensure that the health enhancement curriculum demonstrates progression and sequence and be consistent with the Montana and/or National Physical Education standards for Kindergarten through grade 12.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The district will ensure health enhancement is taught by certified health/physical education teachers.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The district will ensure that class teacher-to-student ratios (in health enhancement classes) will be equivalent to those of other subject areas in the school.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The district will ensure that student participation in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the health enhancement requirement.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The district will ensure that all elementary students will have at least 20 minutes a day of supervised recess, preferably outdoor, during which students are encouraged (verbally and through provision of space and equipment) to engage in moderate to vigorous physical activity.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The district will discourage extended periods of inactivity, (defined as two hours or more) through giving students recess time or periodic breaks during days when school-wide testing is scheduled.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Teachers and other school personnel will not prohibit or deny student participation in recess or other physical activity as a consequence for inappropriate behavior or academic performance.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The district offers extracurricular physical activity program, (i.e. clubs, or intramural programs).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The district offers interscholastic sports programs.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Before and after school program(s) will provide and encourage daily periods of moderate to vigorous physical activity for all participants.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. The district will provide training and ensure teachers implement short activity breaks to increase daily physical activity and enhance classroom instruction.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. The district will collaborate in efforts that utilize family and community involvement to increase physical activity opportunities for students.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

▶ **Goal 5 – School Wellness**

In order to meet this overarching goal, for School Wellness the district will strive to create a school environment that provides and demonstrates consistent wellness messages, is conducive to healthy eating and physical activity; and contributes to forming healthy life long habits for students and staff.

Schools can achieve this goal by completing a variety of objectives as listed below. Please rate each objective using the following scale (1-4).

	1 Met	2 Not Met	3 In Progress	4 Not Applicable
1. District staff will strive to create comfortable cafeterias by ensuring adequate time to eat for mealtime (breakfast – minimum-10 minutes seat time for students; lunch –minimum 20 minutes seat time). Seat time is defined as time students have to eat their meal (not time spent in line).	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The District implements a recess before lunch schedule to promote a relaxed eating environment, improved food and milk consumption, and decreased food waste.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The District partners with school parent organizations to promote student wellness.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. District staff and school parent organizations will strive to offer healthful choices at the concession stands at school sponsored events (sports, music, art, etc).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5. The District implements innovative practices to increase school breakfast participation, such as breakfast in the classroom or grab and go breakfast service.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The District implements innovative Smarter Lunchroom (behavioral economics) practices to increase the number of students making healthful choices.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The District implements a farm to school program through making efforts to competitively purchase local or regional food products; and/or include garden based nutrition education; and/or community connections with farmers, ranchers in the area.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The District will work with the community leaders so that the use of school facilities, outside of school hours, can be utilized by community organizations or agencies to increase the physical activity opportunities for students and their families.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. School administration will work together with local public leaders to make it safer and easier for students to walk and bike to school.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. School administration encourages professional development opportunities for teachers, administrators and other staff on nutrition education, physical activity, health enhancement and the link between nutrition/activity on students' academic performance and behavior.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
11. School administration offers an annual training session on school wellness strategies to staff, teachers and school administrators.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. School administration and staff partners with community groups to promote nutrition, physical activity and wellness to students, staff and families.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. School administration have a well-rounded multi-component school employee wellness policy that clearly identifies strategies to promote healthy eating, physical activity, and overall wellness among school staff.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. School administration provides staff opportunities to participate in physical activity programs and increase physical activity during the school day and outside of school. Example programs could include allowing flexible work schedules to give employees time to exercise, allowing walking meetings, offering fitness classes and equipment on-site, and promoting free and low-cost recreation activities with the help of community partners.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. School administration provides staff opportunities to participate in nutrition programs. Example programs could include promoting a health recipe exchange between staff to create a recipe book, providing healthy cooking and meal planning classes for employees and their families, and providing classes on managing diabetes and other nutrition related diseases.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. School administration provides private rooms and flexible scheduling for breast feeding, milk pumping and on-site refrigerated storage.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. School Administration promotes health screens and provides resources to employees on the different types of screening available.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. School administration promotes tobacco cessation programs to its employees like the Montana Tobacco Quit Line or other cessation services. Employees receive a discount on insurance for being tobacco free.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

▶ **Action Plan for Meeting a School Wellness Goal:**

Identify a goal area you would like to work on during this school year. Select the area:

✓ School Wellness

▶ In order to meet this goal, please write the objective (one you rated a 2 or a 3) that will be worked on in the following box:

Offer annual training sessions on school wellness strategies to staff, teachers, and school administrators.

Develop an action plan for meeting this objective by completing steps 2, 3 and 4. (These steps include listing the action steps, evaluation plan, timeline and persons responsible for meeting the objective in the wellness area).

▶ **Step 2 Action Plan for Yearly Goal**  
Please list the action plan steps you will undertake to meet this objective. Action step(s) include:

1. Develop presentation for staff addressing student wellness strategies.
2. Obtain approval to present information as PIR.
3. Present PIR training for faculty during the 2017-2018 school year.

▶ **Step 3 Evaluation Plan for Goal**  
Please write the evaluation plan to ensure the objective is met.

We will use pre and post survey for attendees of the PIR to use as a tool in measuring knowledge of student wellness strategies.

▶ **Step 4 Timeline and Persons Responsible for the Goal**  
Please list the timeline and person(s) to ensure the objective is met.

Timeline: 2016-2017 school year will be used to develop the content of staff training and to receive approval to hold PIR. January 2017 our committee will attend the informational meeting; PIR proposal will be submitted by February of 2017; approval received March 2017. Presentation will be done in the fall of 2017.

▶ **Additional Information**  
If applicable, include additional information that is pertinent to your school wellness policy.

In the 2015-2016 school year our district no longer funded a student wellness coordinator position. We are still in progress of organizing student wellness in lieu of this change. One step we are taking is to combine Action for Healthy Kids with GPPS Student Wellness Committee.

▶ **Please review and print your report**

I've reviewed and printed the report:

yes

## Save and Submit Report

Once you have completed the report to your satisfaction, press the Save Button and then the Submit button. Once you have pressed the SAVE button and have reviewed the report, you can save the file in Adobe Acrobat (PDF) file format and print off a copy of the report. Remember to save a copy of it each year for use in monitoring your progress in creating healthier school campuses. For questions, comments or to provide feedback on this survey, please contact Katie Bark, Project Director, Montana Team Nutrition, Montana State University, Bozeman at (406) 994-5641 or by e-mail at [kbark@mt.gov](mailto:kbark@mt.gov).