

# Central Union School District

## Wellness Plan

**2021-2024**

BP 5030



Central Union School District  
Lemoore, CA

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## Preamble

Central Union School District (hereto 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.

Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities – do better academically

This plan 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 plan establishes goals and procedures to ensure that:

- Students in the District 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 District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the plan and its established goals and objectives.

This plan applies to all students, staff, and schools in the District.

## **School Wellness Committee**

### ***Committee Role and Membership***

The District will convene a representative district wellness committee (hereto referred to as the DWC or work within an existing school health committee) that meets at least once 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 plan (heretofore referred as “wellness plan”).

The DWC membership will represent all school levels (elementary and secondary schools) and may include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (ex., Food Service Coordinator); physical education teachers; health education teachers; school health professionals [i.e., school nurses, and school health aides, physicians, dentists, health educators, and other allied health personnel who provide school health services], and mental health and social services staff [i.e., school counselors, school psychologists, or social workers, school administrators (ex., superintendent, principal, vice principal), school board members; health professionals (ex., dietitians, doctors, nurses, dentists); Santa Rosa Rancheria staff, (ex., Education department, Tribal members,). To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

### ***Leadership***

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness plan, and will ensure each school’s compliance with the plan.

The title(s) of this/these individual(s) are:

Title	Location	Role
Coordinator of Curriculum and Instruction	District Office	Superintendent designee
Food Service Coordinator	District Office	Committee Member
Site Administration	Akers Elementary	Committee Member
Site Administration	Central Elementary	Committee Member
Site Administration	Neutra Elementary	Committee Member
Site Administration	Stratford Elementary	Committee Member

Each school will designate a school wellness plan coordinator, who will ensure compliance with the plan.

## **Wellness Plan Implementation, Monitoring, Accountability, and Community Engagement**

### ***Implementation Plan***

The District 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 specific to each school, 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.

This wellness plan and the progress reports can be found at:

[http://www.central.k12.ca.us/departments/nutrition\\_services/wellness](http://www.central.k12.ca.us/departments/nutrition_services/wellness)

### ***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness plan at Educational Services, (Coordinator of Curriculum and Instruction's Office.) Documentation maintained in this location will include but will not be limited to:

- The written wellness plan;
- Documentation demonstrating compliance with community involvement requirements, including (1) Efforts to actively solicit DWC membership from the required stakeholder groups; (ex. Flyers, Public notices, phone messages) and (2) These groups' participation in the development, implementation, and periodic review and update of the wellness plan;
- Documentation of annual plan progress reports for each school under its jurisdiction; and
- Documentation demonstrating compliance with public notification requirements, including: (1) Methods by which the wellness plan, annual progress reports, are made available to the public; and (2) Efforts to actively notify families about the availability of wellness plan.

### ***Annual Progress Reports***

The District will compile and publish an annual report to share basic information about the wellness plan and report on the progress of the schools within the district in meeting wellness goals. This annual report will be published around the same time each year in March, and will include information from each school within the District. This report will include, but is not limited to:

- The website address for the wellness plan and/or how the public can receive/access a copy of the wellness plan;
- A description of each school's progress in meeting the wellness plan goals;
- A summary of each school's events or activities related to wellness plan implementation;
- The name, position title, and contact information of the designated District plan leader(s) identified in Section I; and
- Information on how individuals and the public can get involved with the DWC.

The annual report will be available in English and Spanish.

The District and all four school sites, will actively notify households/families of the availability of the annual report.

The DWC, will establish and monitor goals and objectives for the District's schools, specific and appropriate for each instructional unit (elementary and secondary), for each of the content-specific components listed in Sections III-V of this plan.

### ***Revisions and Updating the Plan***

The DWC will update or modify the wellness plan based on the results of the annual progress reports 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 wellness policy will be assessed and updated as indicated at least yearly.**

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

The District is committed to being responsive to community input, which begins with awareness of the wellness plan. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation, and periodic review and update of the wellness plan through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and 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 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 the content of, implementation of, and updates to the wellness plan, as well as how to get involved and support the plan. 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.

The District will actively notify the public about the content of or any updates to the wellness plan annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual.

## **Nutrition**

### ***School Meals***

Our school district 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. The school meal programs aim to improve the 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.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Afterschool Program (ASP), and Summer Food Service Program (SFSP) The District also operates additional nutrition-related programs and activities including Second Chance Breakfast, and self-serve garden bars, 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 District offers reimbursable school meals that meet [USDA nutrition standards](#).
- Promote healthy food and beverage choices:
  - Daily Garden Bar selections include mixed green salad, vegetable selection, and a fruit selection
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal
  - Milk available in a variety of flavor and fat content
  - All meal options are displayed daily
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.)

- Student surveys and taste testing opportunities are used to inform menu development, dining space decor, and promotional ideas
- Student artwork is displayed in the service and/or dining areas
- Daily announcements are used to promote and market menu options
- Menus will be posted on the District website or individual school websites as well as the Titan Program.
- ALL foods and beverages available to students at District schools will support health curriculum and promote optimal health. Nutritional standards adopted by the District for all foods and beverages provided to students, including foods and beverages provided through the Districts food services program, will meet or exceed the Smart Snacks in School nutrition standards.
- School meals are administered by a team of child nutrition professionals.
- The District child nutrition program will accommodate students with special dietary needs.
- Students will be allowed at least 10 minutes to eat breakfast and at least 15 minutes to eat lunch.
- 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.
- The cafeterias use a Point of Sale (POS) system to avoid overtly identifying students and their meal qualifications in any way. All students, regardless of the type of payment they make for school meals, or other food being purchased (meal or a la carte), are given a code to enter at the POS station.
- Information/Requirements and applications for Free Meal Eligibility is shared with all families at the time of registration each year.

### ***Sharing of Foods and Beverages***

Schools will discourage students from sharing their food or beverages with one another during meal or snack time, given concerns about allergies and other restrictions on some children's diets.

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

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](#).

### ***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 District will make drinking water available where school meals are served during mealtimes in accordance with Education Code 38086 and 42 USC 1758. 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 District 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.

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 school day\* [and *ideally, the extended school day\**] will meet or exceed CA 15575(b)(i) requirements and the USDA Smart Snacks nutrition standards. 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 will meet or exceed CA 15575(b)(i) requirements and the USDA Smart Snacks in School nutrition standards, including through:

1. 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](#).
2. Classroom snacks brought by parents. The District will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards;
3. All foods brought in to the classroom will be required to be present on the approved list.
4. Rewards and incentives. The District will strongly encourage teachers and other relevant school staff to use other means of rewarding student, rather than rewarding with food products. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### ***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. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards. Additional possible promotion techniques that the District and individual schools may use are available at [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks).
- School staff shall encourage parents/guardians or other volunteers to support the District's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties.

### ***Nutrition Education***

The District aims to teach, model, encourage, and support healthy eating by students. Schools may utilize the *Let's Eat Healthy* and *MyPlate* curriculums within the nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge/skills necessary to promote/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; the District will utilize curriculum resources that educate and encourage students to live a healthy lifestyle.
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, and farm visits, and school gardens;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods



- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise)
- Link with school meal programs, cafeteria nutrition promotion activities, other school foods, and nutrition-related community services
- Teach media literacy with an emphasis on food and beverage marketing; and
- Include nutrition education training for teachers and other staff.
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers, and culture
- How to find valid information or services related to nutrition and dietary behavior
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior
- Partner with local agencies to provide health and nutrition education resources and experiences for the classroom, e.g. Mobile Dairy, local dentists, online lesson plans, etc.

## **District Emergency Plan**

Our District is committed to serving healthy meals to all our children; a variety of fruits, vegetables, whole grains, fat free or low-fat milk and foods moderate in sodium and sugars. The school nutrition program strives to ensure our children are served quality meals even in the event of an emergency situation.

During an emergency, such as a pandemic or natural disaster, our District will accommodate and meet the needs of the children in our District. Waivers are in place to ensure our school maintains meal compliance during a pandemic. Waivers are reviewed and approved by the state. Such waivers allow for parents to pick up meals for students and the flexibility of meal time service.

A week's worth of meals are made available to students. These meals consist of; whole grain, protein, fruits, vegetables and a half gallon of milk per student.

- Meals will be pre-packaged to ensure the safety of food is maintained
- Packaged meals are distributed once a week to all children under the age of 18, free of charge
- Cold items are distributed to ensure food stays within food safety temperatures
- Fruits and vegetables are provided raw or pre-packaged to ensure their longevity

During school hours, students that attend in-person, breakfast is served. Breakfast is a pre-packaged food item; grain, fruit, and milk. Meals are delivered safely to all classrooms in individual "Grab & GO" bags.

USDA safety precautions are followed by kitchen staff. Staff wear disposable gloves, disposable apron and a protective face covering while serving children.

- To ensure children safety, "Grab & Go" meals are provided via mobile carts throughout campus, by kitchen staff
- Non-congregate service during breakfast break
- Sharing is discouraged
- No share table is available
- No salad bar is available to students

- Any unused items are discarded. Students have the freedom to save non-perishable items for a later time
- Meal accommodations for students with allergens are served in accordance to meal accommodation forms on file

## **Physical Activity**

Children and adolescents should participate in 60 minutes of physical activity every day. A substantial percentage of students' physical activity can 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, community driven activities, such as Color Runs to encourage family participation, and the District is committed to providing these opportunities. Schools will ensure that these varied opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection).

All students will be given the opportunity for physical activity during the school day on a regular basis. Moderate and vigorous physical activity shall be provided through physical education and recess and may also include school athletic programs, extracurricular programs, before and after school programs, programs encouraging students to walk or bike to school, in-class physical activity breaks, and other structured and unstructured activities (including but not limited to recess, physical activity breaks, or physical education) **will not be withheld** as punishment for any reason. The District will encourage teachers and other school staff to use alternative ways to discipline students.

To the extent practicable, 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.

## ***Physical Education***

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.

All students, including students with disabilities, and special health care needs, 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.

All District **students** in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

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.

## ***Recess (Elementary)***

All elementary schools will offer at least **20 minutes of recess** on all or most days during the school year to all students in transitional kindergarten through 8<sup>th</sup> grade. 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 required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built into the recess transition period/time frame before students enter the cafeteria.

**Outdoor recess** will be offered when weather is feasible for outdoor play. If the air quality is deemed unhealthy for that day, student physical activities will be limited.

Recess will compliment, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

### ***Active Academics***

Teachers will be encouraged to 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.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

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

### ***Before and After School Activities***

The District offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active before and after school through school sports programs, Mileage Club, Color Runs to include the community, School Fun Run, Walk of Pride, etc.

### ***Active Transport***

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by engaging in *three or more* of the activities below; including but not limited to:

- Designation of safe or preferred routes to school
- Promotional activities such as participation in International Walk to School Week, National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Crosswalks exist on streets leading to schools
- Documentation of number of children walking and or biking to and from school

## **Other Activities that Promote Student Wellness**

### **Social-Emotional**

Healthy social-emotional development (capacity for self-confidence, trust, and empathy) in children correlates with healthy cognitive development and creates a strong foundation for school achievement. Young children who are socially and emotionally healthy have a greater chance of achieving success in school and in life. The District is committed to student wellness both physically and mentally. Through this commitment, the District provides supplemental academic, career counseling to meet the high academic demands placed on today’s youth, as well as provides a safe place for students to receive counseling and guidance services by trained counselors. Through social prevention and intervention, social development and specifically designed and dosed interventions, students with challenging behavioral and/or emotional challenges are provided targeted support to promote personal wellness.

## **Health**

With the support of a team of health professionals, students are assessed for medical referrals and daily health monitoring. As well, rigorous health education is provided in a variety of key areas to assist in the understanding of healthy choices and the reduction of the spread of disease. From mandated health screenings, to monitoring of immunizations to education in asthma, diabetes, parent education to sexual health teaching, the health team promotes the overall health and wellness for students and their families. CUESD integrates the support for student wellness through its daily practice and activities across the entire school setting, not just in the cafeteria, but through a plethora of support services provided to students, teachers and families. Each component is complementary to the other to ensure that our children receive the best opportunities to understand the importance of good overall health and wellness in order to provide them the best life possible.

### **Physical Environment, Health & Safety**

CUESD will continue to provide and promote a safe environment during the school day and during all school related functions.

- Students will be taught campus safety rules.
- School site staff will monitor equipment and grounds and refer potential hazards for repair promptly.
- Staff will be informed of and follow safety regulations to ensure their safety and the safety of others. School sites will promote a drug free and tobacco free environment and will encourage healthy choices for all members of the school community while at home and at school.
- School sites will enforce an “anti-bullying” policy and encourage social tolerance and respect for others.

### **Social-Emotional Health**

- School sites will have a protocol in place for detection and referral of students who have potential for harm to self or others.
- In order to ensure that students have access to comprehensive mental health services, the District will provide access or referrals to mental health services to qualified school personnel or to outside agencies.

### **Health Services**

- The Health Services is a critical mechanism to improve both educational performance and the well-being of the students.
- Health staff shall be fully supportive of the Wellness Policy and the promotion of health and wellness activities.
- Health staff will promote school attendance by communicable disease surveillance, encouraging healthy habits and injury prevention.
- Health staff will provide local community resources for health care and health education, including resources and connectivity to students and their families.
- District nurses will provide information on nutrition, disease prevention and detection, refraining from the use of tobacco or electronic smoking devices, emotional wellness and other health and wellness opportunities to students, as needed.
- In addition to grade level mandated screenings (vision and hearing), District Nurses will provide other screenings, as needed or requested (i.e., blood pressure, BMI, height, weight, etc...), to students.
- District nurses will participate in community health information outreach activities, as appropriate.

### **Health Education**

CUESD will continue to encourage health education to K-6 students designed to motivate and encourage students maintain and improve their personal health, the prevention of disease and avoid risky behaviors that potentially affect their health.

- Staff will continue to explore resources and training, as well as health curriculum materials for students in grades K-8.

- Schools will be encouraged to provide educational events to support and teach healthy choices.

### **Food Services**

Food Services employs well-prepared staff that efficiently serve appealing food choices that are compliant and nutritious during both breakfast and lunch service.

- The Food Services Manager will provide professional development food service staff about the Wellness Policy.
- Food Service staff will be regularly trained in food safety.
- All food and beverages available on the school campus will promote optimal health and will meet or exceed state and federal guidelines.
- All students shall have access to free, safe, fresh drinking water during the school day.
- The Food Service department offers appealing fruits, vegetables, grains and low-fat dairy products in portion sizes that meet the caloric needs of the child

### **Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights Regulations and Policies**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## Appendix

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