

# Cumberland School Department Policy Manual



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## **Purpose:**

The purpose of this policy is to assure a healthy school environment for all K-12 students that enhances student attendance and academic performance. This policy meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger Free Kids Act of 2010 (HHFKA) (*see Addendum #1 & #2*).

By establishing the Cumberland School District's goals and expectations relative to wellness, including nutrition guidelines and education, physical and health education, and physical activity, the District is providing clear and consistent guidance for all administrators, teachers, school staff, students and parents. This policy promotes and encourages students to adopt lifelong healthy behaviors that can protect students' health and well-being as well as reduce the risk of chronic disease. It adheres to all federal and state mandates relative to the wellness of students and staff.

## **Policy Intent:**

The Cumberland School District recognizes the important relationship that exists between academic performance and student health, and that meeting the basic developmental needs of students is vital to improving academic performance. We want to help to ensure that students are safe, drug-free, healthy and resilient. Research studies have consistently concluded that student health status and achievement are directly connected. In fact, the health and well-being of students is one of the most significant influences on learning and academic achievement (*see Addendum – Additional Resources #1*). While the primary responsibility of schools is academic preparation, the District recognizes that schools also share in the responsibility to prepare students for life, which includes teaching and modeling the skills and behaviors necessary for lifelong health and wellness.

## **DEFINITIONS**

**A la carte** – is any food or beverage sold outside of the reimbursable school meals program (School Breakfast Program and National School Lunch Program) by the School Food Service Provider.

**Competitive Foods & Beverages** – is any food or beverage sold outside of the reimbursable school meals program (School Breakfast Program and National School Lunch Program).

**Health Education (HA)** - a sequential and comprehensive, developmentally appropriate, medically accurate K-12 curriculum, aligned with the Rhode Island Health Framework.

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**Physical Activity (PA)** – is any leisure or non-leisure movement of the body that expends energy, such as exercise, sports, dance, mobility training or physical therapy, brisk walking, swimming or other body movements that result in an increased heart rate.

**Physical Education (PE)** – a sequential, developmentally appropriate K-12 curriculum, in accordance with the Rhode Island Physical Education Framework, enabling students to develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives.

**School Day** – is defined as the period from the midnight before, to one hour after the end of the official school day.

**School Campus (Premises)** – is defined as all areas of property under the jurisdiction of the school that are accessible to students during the day.

## POLICY COMPONENTS

### 1. Cumberland Wellness Committee

RI General Law (16-21-28) requires the establishment of a district-wide coordinated school health and wellness subcommittee chaired by a full member of the School Committee.  
(See Addendum #3)

A. The Cumberland School Committee will establish and maintain a Wellness Committee, co-chaired by a school committee member and the superintendent (or designee), whose membership will include, but is not limited to:

- School personnel, including but not limited to:
  - School Nurse Teachers
  - Staff member representative from each school in the district
  - Physical Education teachers
  - Health Education teachers
  - Family and Consumer Science teachers
  - Other teachers

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- District/School Administrators
- District Food Service Director/Manager
- Students
- Parents and Guardians
- Members of the general public not employed by the district: representatives from community businesses and nonprofit health organizations
- Community health professionals such as nutritionists, dietitians, doctors, nurses, etc.

## B. The members of the Wellness Committee will:

- Collaborate and coordinate resources to drive school health objectives
- Periodically review and suggest updates to the Wellness Policy
- Make recommendations to the Superintendent and the School Committee regarding issues related to:
  - Nutrition and physical activity policies to decrease obesity and enhance the health and well-being of students and employees
  - Physical education curriculum and instruction
  - Health education curriculum and instruction
- Annually prepare all district, state, and federal reports required of the Wellness Committee

C. This committee shall meet no less than four times during the school year. All meetings will be public and meeting dates will be posted on the district website.

## 2. Nutrition Education and Wellness Promotion

### A. Student Nutrition Education and Wellness Promotion

- The Cumberland School District shall have a comprehensive, standards based, age appropriate health education program for grades K-12, in accordance with RI General Law (16-22-4), that includes nutrition themes and topics in accordance with the Rhode Island Department of Education Health Education Framework (*See Addendum #4 & #5*).
- Nutritional themes will also be integrated across the core curriculum into daily lessons as appropriate.

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- Students will receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
- Nutrition education and wellness promotion will be linked with the entire school food environment with consistent nutrition messages throughout cafeteria programs, health fairs, field trips, after-school programming and assemblies.

#### B. Parent Nutrition Education and Wellness Promotion

Nutrition education and wellness promotion will be provided to parents beginning at the elementary level. The goal is to continue to educate parents throughout middle and high school levels. Communication to parents about healthy eating and physical activity include:

- District Wellness Newsletter
- Postings on the district website
- Articles and information in school newsletters
- School presentations or assemblies
- Other appropriate means of reaching parents

#### C. Staff Nutrition Education and Wellness Promotion

The Cumberland School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts made by staff to maintain a healthy lifestyle. Staff will be encouraged to model healthy eating and physical activity as a valuable part of daily life.

The Wellness Committee and the District will develop a plan to encourage, promote, reward and support school and administrative staff health and wellness. The purpose of staff wellness education and promotion will be to:

- Encourage all staff to improve their own personal health and wellness
- Improve staff morale
- Create positive role modeling for students
- Staff are encouraged to refrain from consuming foods and beverages of minimal nutritional value in the presence of students as a way of healthy role-modeling
- Build commitment of staff to improve the school nutrition and physical activity environment

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## 3. Nutrition Guidelines for All School Foods and Beverages

### A. Food Safety and Security

- All foods made available to students will comply with state and local food safety and sanitation regulations
- Food sharing between students is not allowed
- The School Food Service Provider will implement and maintain guidelines in order to prevent food-borne illness in schools
- Access to food service operations is limited to food service staff and school personnel authorized by the Superintendent or a designee

### B. Food Marketing in Schools

- School-based marketing shall be consistent with the District's nutrition education curriculum and the promotion of good health. As such, schools will limit marketing to the promotion of foods and beverages that meet or exceed nutrition standards for reimbursable meals and competitive foods and beverages.
- Marketing or promotion of foods and beverages that do not meet nutrition standards is prohibited.
- The promotion of healthy foods, such as fruits, vegetables, whole grains, low-fat dairy products and water is strongly encouraged.
- The District will work to foster an environment that promotes healthy behaviors and activity.

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## C. Reimbursable Meal Program / School Food Service Provider Operations

- All foods served as part of the School Breakfast Program (SBP) and the National School Lunch Program (NSLP), including its after-school snack component, will meet both the USDA Nutrition Standards for School Meals as well as the Rhode Island Nutritional Requirements (RINR) (*See Addendum #6 & #7*).
- All meals will promote fresh fruits and vegetables, whole grains, low-fat and low sodium unprocessed items, in accordance with the current USDA Dietary Guidelines for Americans (*See Addendum #8*).
- As part of the District's responsibility to operate a high-quality food service program, qualified nutrition professionals will administer the meal program and professional training and development will be offered for all food service staff working in the schools, as appropriate for their levels of responsibility. Training sessions will be offered for staff working directly under the food service provider and educational materials will be provided to district/school staff assigned to meal supervision duty in order to best promote the importance of healthy eating, food safety and positive healthy lifestyle role modeling, in a clear and consistent way among all school personnel.
- Schools will utilize an electronic identification/payment system for all students to support participation in the school meal program.
- The District will ensure that all children eligible for free/reduced meals will have the opportunity to participate in the SBP and NSLP by engaging in frequent outreach to families and coordination with local agencies involved in food security issues.
- Information on the nutritional content and ingredients of meals will be available to students and parents, as requested.
- Food service will procure, serve and promote locally sourced RI products as much as possible.
- Schools and School Food Service Providers should engage students and parents through various means to assist in identifying new, healthy and appealing food choices within the program to promote healthier eating habits.

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- School Breakfast Program (SBP)

To ensure that all children have a breakfast that meets their nutritional needs and optimizes their ability to learn:

- All schools will operate the School Breakfast Program.
- Schools will use methods to serve breakfasts that encourage participation, including but not limited to breakfast before school, grab-n-go style breakfast, etc.
- All schools will notify students, parents and guardians of the availability of the School Breakfast Program.

- Eating Environment

The Cumberland School District believes a well-designed and pleasant eating area is important for the promotion of healthy eating habits. Schools will address time allotted for meals, traffic flows and cafeteria layout to ensure students are actively encouraged to eat.

All schools will strive to provide:

- Adequate time in order to eat meals: ideally, minimums of 20 minutes for lunch and 10 minutes for breakfast
- Clean, pleasant surroundings in which to eat
- Access to convenient hand washing and/or hand sanitizing facilities before and after meals

Additionally, schools will adhere to the following rules:

- There should be no scheduled activities such as mentoring or club or organizational meetings during school meal times unless students are allowed to eat while such activities take place.

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- School personnel will take reasonable steps to accommodate oral health needs of students such as tooth brushing, if needed. (A note must be provided to School Nurse.)
- The District will work with School Food Service Providers to explore, identify and implement ways to reduce time students spend in line.

#### D. Competitive Food and Beverage SALES / Other Foods and Beverages SERVED

The Cumberland School District believes in maintaining a high quality school wellness culture which relies on the good nutritional quality of all foods and beverages available and sold to all students and staff. Communicating the message of healthy eating and adherence to the Cumberland Wellness Policy in all food-related events within the school community will include, but is not limited to, a la carte offerings, vending machines, school stores, fundraisers, rewards, classroom and school celebrations, and health fairs and other school events. The opportunity to model and promote healthy eating and healthy behaviors lies within every school event, initiative and message outside of the National School Lunch and Breakfast Programs, and each of these shall be treated as such.

- Competitive Food and Beverage SALES

All foods and beverages, sold outside of the reimbursable school meal program (competitive foods and beverages) on school premises before, during, and up to one hour after school, must comply with the USDA Smart Snacks in Schools regulations and RI General Law (16.21.7) for the sale of only healthier snacks and beverages. General guidelines include: (See Addendum #9 & #10 for additional details and exemptions.)

1) *Foods/Snacks*

*Only fruits, vegetables, nuts and seeds, whole grains, non-fat or low-fat dairy and combination products may be sold, following the standards below:*

- *Packaged items shall not exceed one serving per package/200 calories.*
- *Items shall contain no more than 30% of total calories from fat, less than 10% of total calories from saturated fats and zero trans fats.*

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- *Items shall contain no more than 35% of calories from total sugars.*
- *Items shall contain less than or equal to 230mg of sodium per packaged portion (less than or equal to 200mg as of July 1, 2016)*
- *Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food or be a grain product that contains at least 50% whole grain*
- *Combination items must contain at least ¼ cup of fruit and/or vegetable*

## 2) Beverages

*The only beverages allowed to be sold outside of school meals include:*

- *Low-fat (1%) plain, non-fat flavored or plain milk in 8 oz. portions for elementary school and 12 oz. portions for middle and high school, including nutritionally equivalent milk alternatives as permitted*
- *100% fruit/vegetable juice up to 12 oz. portions for middle and high school*
- *Plain or carbonated water of any size (up to 12 oz. portions of water flavored with 100% fruit juice for middle and high schools only)*
- *No artificial sweeteners*
- *No caffeine*

## ❖ Cafeteria A La Carte Food

- All foods and beverages sold in the cafeteria (outside of a reimbursable meal) before, during and up to one hour after school must comply with USDA Smart Snacks in Schools regulations and RI General Law (16.21.7) for the sale of only healthier snacks and beverages (*see Addendum #9 & #10*).
- A la carte items in the cafeteria must be USDA school meal components (with a maximum of 350 calories) AND meet the above fat and sugar limits per serving. A la carte items cannot exceed 480mg of sodium per serving.

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- Elementary School Food Service Providers are **ONLY** allowed to sell whole or cut fresh fruit and/or vegetables and kitchen prepared (unprocessed) fruit and/or vegetable side dishes.

#### ❖ Vending Machines

- All foods and beverages sold in vending machines anywhere on school premises before, during and up to one hour after school must comply with USDA Smart Snacks in Schools regulations and RI General Law (16.21.7) for the sale of only healthier snacks and beverages (*see Addendum #9 & #10*).
- All school vending machines must have timers ensuring they are shut off during meal service, in accordance with the District's School Food Service Provider contract.

#### ❖ School Stores

- All foods and beverages sold in school stores before, during and up to one hour after school must comply with USDA Smart Snacks in Schools regulations and RI General Law (16.21.7) for the sale of only healthier snacks and beverages (*see Addendum #9 & #10*).
- School stores cannot sell any foods/snacks/beverages during the meal service, in accordance with the District's School Food Service Provider contract.

#### ❖ Fundraising

- Non-food based fundraisers are strongly encouraged.
- Fundraisers that promote physical activity are strongly encouraged.
- Any foods and beverages sold on school premises before, during and up to one hour after school must comply with USDA Smart Snacks in School regulations and RI General Law (16-21-7) for the sale of only healthier snacks and beverages (*see Addendum #9 & #10*).

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- No foods or beverages (even those that are compliant) sold as part of school fundraising can be sold during school meal service, in accordance with the District's School Food Service Provider contract.
- Schools may permit the sale of foods and beverages that do not comply with USDA Smart Snacks in Schools regulations and RI General Law (16.21.7) for the sale of only healthier snacks and beverages as part of school fundraising in any of the following circumstances: (1) The items are sold by pupils of the school and the sale of those items takes place off and away from the premises of the school; (2) The items are sold by pupils of the school and the sale of those items takes place one hour or more after the end of the school day; or (3) The items are sold during a school-sponsored pupil activity after the end of the school day.
- While the sale of candy is prohibited on school premises before, during, and up to one hour after the school day by RI state law and USDA regulation, the sale of candy at school events after hours is discouraged.
- Compliant foods/snacks and beverages to be used for school fundraising may be purchased through the District's food service provider.

#### ❖ School Staff-to-Student Acknowledgements and Incentives

- School-based rewards must support the efforts of Cumberland's nutrition policies. The use of food or candy as a reward, incentive or punishment in the classroom or school environment is prohibited unless the incentive is part of a comprehensive behavior improvement plan or individual education program that is designed by a comprehensive educational team.

#### ❖ Classroom and School Celebrations

- The distribution of candy by students and/or staff is prohibited in the classroom and on school grounds.
- Classroom and school celebrations will not include food, except on a limited basis, with principal approval.

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In all cases, the food/beverage must meet:

- USDA Smart Snacks in School nutrition standards,
  - RI General Law (15.21.7) for the sale of healthier snacks and beverages, and
  - must be commercially purchased and/or prepared, or
  - provided by the district food service provider (*See Addendum #9 & #10*)
- Parents/guardians must be given advance notice of any classroom or school activity where food will be served. Due to food safety and allergy issues, ingredient lists for all food/beverages shall be available.

#### ❖ Access to Drinking Water

- Students and staff will have access to free, safe, fresh drinking water at all times throughout the school day. Students and staff will be allowed to bring clear and transparent water bottles into the classroom.

## 4. Physical Education and Physical Activity

Physical activity is critical to a child's healthy weight and lifestyle as well as to his/her ability to focus in the classroom. To ensure that all students are adequately active during the day, physical activity needs to be incorporated into the daily schedule of the school. While Physical Education classes provide a specific environment in which students learn, practice and are assessed on developmentally appropriate motor skills, social skills, and knowledge of personal fitness goals and practices, the Cumberland School District recognizes the importance of offering students additional physical activity opportunities before, during and after school.

### A. Health and Physical Education

Every Cumberland school will adhere to RI state requirements for physical education. Physical Education is required for all students in grades 1-12 according to RI General Law (16-22-4) Instruction in Health and Physical Education, with curriculum aligned with The RI Physical Education Framework and the RI Health Education Framework (*See Addendum #4, #5 & #11*).

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- Students should receive an average of 100 minutes per week of Health/Physical Education.
- Recess, free play and after-school activities are not counted as Physical Education.
- All Physical Education classes will be taught by a certified Physical Education teacher.
- Health and Physical Education teachers will be provided yearly professional development opportunities in health and physical education.
- The district will provide adequate, safe and appropriate facilities for Physical Education instruction at each school.
- Physical Education teachers will utilize developmentally appropriate health-related fitness assessments (e.g. FitnessGram) in grades 1, 3, 5, 7, 9, 11.
- Waivers for Physical Education are prohibited, unless provided by a qualified physician or medical provider.
- Student involvement in other physical activity (interscholastic or intramural sports) will not be substituted for Physical Education.
- Physical Education classes will have the same student/teacher ratios used in other classes.

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## B. Physical Activity

All schools should encourage an environment that supports physical activity beyond the Physical Education program, for students, staff and community before, during and after the school day.

### ❖ Recess

- All elementary schools shall allot a minimum of 20 minutes per day for recess, preferably outdoors.
- Building administrators shall have the discretion to exceed the minimum allotted time for recess as they deem appropriate, including but not limited to awarding additional recess time to reward good behavior and student performance.
- Building administrators shall have the discretion to hold indoor recess due to inclement weather or other concerns related to student safety during recess.
- During times of inclement weather, alternative activities will be provided that promote free play and students' social and emotional wellness.
- Withholding recess as a disciplinary strategy may be used only as a last resort, and teachers and other school and community personnel will not use physical activities as punishment.

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## ❖ Physical Activity Breaks

- Schools will discourage extended periods (longer than 2 hours) of student inactivity.
- Opportunities for physical activity will be incorporated into other subject areas whenever possible and appropriate.
- Classroom teachers will provide short physical activity breaks between lessons whenever possible and appropriate.

## ❖ Before/After School Activities

- All elementary, middle, and high schools are encouraged to offer before/after school activities and extracurricular programs that promote staying physically active and provide opportunities for periods of moderate to vigorous physical activity for all participants.
- Schools should make an effort to offer a range of physical activities that meet the needs, interests and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs, including but not limited to clubs, classes, and intramural or interscholastic activities.
- School spaces and facilities should be available to students, staff and community members outside of the school day and should be available to community agencies and organizations offering physical activity programs with the proper approval of school officials. School policies concerning safety will apply at all times.

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## 5. Implementation, Monitoring, Evaluation and Reporting

The Superintendent shall develop regulations/procedures for the implementation of this policy.

### A. Wellness Policy Communication

This policy, along with any proposed updates and progress reports, will be posted and accessible on the school district website to inform and update the public (including parents, students and others in the community) about the content and implementation of the District Wellness Policy.

### B. Wellness Policy Implementation and Monitoring

The Superintendent (or designee) shall be responsible for leading the district's implementation plan. Building principals will work with the district wellness committee to document compliance with all provisions of the policy in order to assess progress and determine areas in need of improvement.

The Cumberland Wellness Committee will include a review of this policy on a yearly basis and forward any recommended revisions and updates due to new federal and/or state laws and/or regulations to the Superintendent and School Committee.

The Superintendent and the School Committee are responsible for providing resources necessary for the achievement of the Wellness Policy goals.

### C. Wellness Policy Compliance

The principal of each school shall be responsible for providing the leadership necessary to be in compliance with the Wellness Policy. Review of the Wellness Policy will be included in principal and staff orientations at the beginning of the school year, and the Wellness Committee will support these orientations if requested. The School Food Service Provider shall be responsible for meeting the nutrition regulations set forth in this policy.

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## D. Wellness Policy Reporting

The Wellness Committee, working with the School Food Service Provider staff and school administration, will report publicly to the Superintendent and the School Committee on Wellness Policy implementation and evaluation on an annual basis. This report will be based on objective data collection as much as possible (including the submission of any forms or reports required by the Superintendent or designee) and will include detailed assessments of the following elements:

- The extent to which schools are in compliance with the Wellness Policy
- Obstacles that schools report in meeting compliance of elements of the Wellness Policy
- How the Wellness Policy and practices compare to other school districts and model policies
- A description of the progress made in attaining the goals of the Wellness Policy
- A Wellness Policy implementation plan at the district and school level with measurable objectives for attaining each goal of the Wellness Policy.

## 6. **Areas of Importance Outside of Nutrition and Physical Education/Activity**

The Wellness Committee recognizes that additional topics pertaining to health and wellness, including but not limited to personal health, mental and emotional health, injury prevention, nutrition, sexuality and family life, disease control and prevention, and substance abuse and abuse prevention may be reviewed by the committee and recommendations will be forwarded to the full school committee for policy review.

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## ADDENDUM

1. Public Law (108-265, Section 204) Child Nutrition WIC Reauthorization Act:  
<http://www.fns.usda.gov/tn/healthy/108-265.pdf>
2. Public Law (111-296, Section 204) Healthy Hunger-Free Kids Act of 2010:  
<http://www.fns.usda.gov/school-meals/healthy-hunger-free-kids-act>
3. RI General Law (16-21-28), Health and Wellness Subcommittee:  
<http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-21/16-21-28.HTM>
4. RI General Law (16-22-4), Instruction in Health and Physical Education:  
<http://webserver.rilin.state.ri.us/Statutes/title16/16-22/16-22-4.HTM>
5. RI Health Education Framework:  
[http://www.thriveri.org/documents/RI\\_HE\\_Framework.pdf](http://www.thriveri.org/documents/RI_HE_Framework.pdf)
6. USDA Nutrition Standards for School Meals:  
<http://www.fns.usda.gov/cnd/governance/legislation/nutritionstandards.htm>
7. Rhode Island Nutrition Requirements (RINR):  
[http://www.thriveri.org/documents/RINR2009\\_%20BOR\\_%20Mandated%2011%205%2009.pdf](http://www.thriveri.org/documents/RINR2009_%20BOR_%20Mandated%2011%205%2009.pdf)
8. USDA Dietary Guidelines for Americans:  
<http://www.health.gov/dietaryguidelines/>
9. USDA Smart Snacks in Schools:  
<http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>
10. RI General Law (16-21-7), Healthier Snacks and Beverages:  
<http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-21/16-21-7.HTM>
11. RI Physical Education Framework:  
[http://www.thriveri.org/documents/RI\\_PE\\_Framework.pdf](http://www.thriveri.org/documents/RI_PE_Framework.pdf)

## Additional Resources

1. CDC publication: Health and Academic Achievement  
[http://www.cdc.gov/healthyyouth/health\\_and\\_academics/pdf/health-academic-achievement.pdf](http://www.cdc.gov/healthyyouth/health_and_academics/pdf/health-academic-achievement.pdf)
2. RI General Law (16-21-SCHO), Rules and Regulations for School Health Programs:  
[http://sos.ri.gov/documents/archives/regdocs/holding/DOH/SchoolHealthPrograms\\_PublicHearing\\_Draft\\_April2012.pdf](http://sos.ri.gov/documents/archives/regdocs/holding/DOH/SchoolHealthPrograms_PublicHearing_Draft_April2012.pdf)

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*First Reading Cumberland School Committee: September 28, 2006*

*Second Reading Cumberland School Committee: October 2, 2006*

*Second Reading Cumberland School Committee: December 14, 2006*

*Approved Cumberland School Committee: December 14, 2006*

*Amendments Approved by Cumberland Wellness Sub-Committee: April 16, 2015*

*Amendments Reviewed and Approved by Policy & Procedures Sub-Committee: 5/12/2015*

*Amendments Approved by Cumberland School Committee: 5/14/2015*