

HARVARD INTERNATIONAL ACADEMY FOUNDATION

WELLNESS POLICY

Preamble

Harvard International Academy Foundation recognizes that good nutrition and regular physical activity affect the health and well-being of all students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, supporting the development of good eating habits and promoting increased physical activity both in and out of school.

Harvard International Academy Foundation is committed to creating school environments that promote and protect the overall well-being of all students and staff. The guidelines listed below encourage a comprehensive wellness approach that is sensitive to both individual and community needs.

Harvard International Academy Foundation wellness policy follows our philosophy. We, at Harvard International Academy, strive to provide our students with intensive preparatory programs in a safe atmosphere where all are treated respectfully. We endeavor to maintain high expectations while actively engaging our students in learning. Further, we strive to foster intellectual curiosity, concern for others, physical development, creativity, and strong moral values.

Harvard International Academy offers developmentally appropriate instruction designed to meet the individual needs of emerging adolescents. Students experience a wide spectrum of perspectives and learning styles as they move through their day with different teachers and a different mix of students in each class.

PHILOSOPHY

The overall purpose should be to meet the educational, developmental, and social needs that emerge in this transitional period. We provide a supportive and flexible environment so students will have opportunities to develop skills and explore a variety of learning experiences while making the transition from Elementary to middle and to high school. In keeping with our philosophy, we will establish and provide:

A customized core curriculum of Language Arts, Math, Science, and Social Studies.

Exploratory programs and activities in all areas of the curriculum to help students discover and extend their interests and abilities.

- An extensive advisory and counseling program.
- A supportive environment for the physical and social development of every student.
- A gradual transition in programs from the self-contained classroom of the 5th grade to the departmentalized structure of the high school.
- An intramural and activity-oriented program to accommodate the needs of the early adolescent.
- A positive climate that fosters self-esteem, self-discipline, and student responsibility.
- An ongoing program of training and professional skills that are based on the characteristics and needs of the adolescent.
- Close contact and communication between parents and school.
- A challenging curriculum and pace of learning to meet individual levels and understanding.

Opportunities for intervention and acceleration when needs are identified. It is believed that these goals will be reached when the student, the parent, and the teacher assume responsibility. The student must attend school regularly, maintain a positive attitude, and make an effort to achieve these goals. Parents must be supportive of the school system and encourage their child through the learning process. The teacher will strive for an optimal, professional approach to meet the individual needs of each student. When these responsibilities are met, maximum learning will be achieved.

Our teachers and support staff use proven methodologies coupled with a highly effective curriculum to help children grow academically, socially, and morally. As we embark on what I know will be a great year for everyone, I want to take this opportunity to remind parents of three very important steps they can take that will ensure success for their child throughout the school year.

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RATIONALE

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active.

Recognizing that:

- a poor lifestyle is a major determinant in the majority of disabling diseases and premature deaths,

Local School Wellness Policy Leadership

School level

Harvard International Academy Foundation Healthy School Team will meet bi-annually to ensure compliance and to facilitate the implementation of this wellness policy.

- The school principal and local school staff shall have the responsibility to comply with federal and state regulations as they relate to **Harvard International Academy Foundation** wellness policy.
- In our school, one staff member, A Vice-Principal (See Healthy School Team) will be responsible for establishing the Healthy School Team that will ensure compliance with the policy.
- The Healthy School Team will include, but not be limited to, the following stakeholders: parents, students, school food service program representatives, school administrators, school health professionals, physical education teachers and the general public.
- **Harvard International Academy Foundation** Healthy School Team is responsible for:

- Ensuring compliance with federal and state regulations for competitive food and beverage items sold on the school campus (7 CFR 210.11 and FAC 5P-1.003);
- Maintaining a school calendar identifying the dates when exempted competitive food fundraisers will occur in accordance with the frequency specified in paragraph (c) of FAC 5P-1.003;
- And reporting its school's compliance of the aforementioned regulations to the Harvard International Academy Foundation School Board or the person it designates to be responsible for ensuring overall compliance.

Harvard International Academy Foundation will review and consider evidence-based strategies and techniques in establishing goals for nutrition promotion and education, physical activity and other school-based activities that promote student wellness to include, at a minimum, a review of Smarter Lunchroom tools and techniques.

Harvard International Academy Foundation Healthy School Team Composition

- The following individuals were chosen to guide us in the adoption of this Harvard International Academy Foundation Wellness Policy.
- Ingrid Mason Director, School Food Service Overseer
- Chasity Wiseman, Administrative Assistant
- Monique Derisma, Physical Education Teacher
- Marco Austral, Treasure
- Andrea Dardy – Cafeteria Manager
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1. Nutrition Promotion

Nutrition promotion can positively influence lifelong eating behaviors by creating food environments that encourage healthy choices and encourage participation in the school meal programs.

- The school environment, including the cafeteria and classroom, shall provide clear and consistent messages that promote and reinforce healthy eating.
- Students will have access to useful nutrition information. Posters, worksheets and brochures will be available in classrooms and throughout the school campus.

- The School will provide parents with healthy snack ideas, lists of foods for healthy celebrations and opportunities for physical activity before and after school.
- Organizations operating concessions at school functions will promote healthy food choices at a lower profit margin to encourage student selection.

DIET AND NUTRITION EDUCATION

Harvard International Academy Foundation will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects;
- includes enjoyable, developmentally appropriate, culturally relevant participatory activities, such as contests, promotions, taste-testing, farm visits and school gardens.
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices.

School Meals

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

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state and federal law:
- offer a variety of fruits and vegetables;
- serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA); and,
- ensure that half of the served grains are whole grain.

Harvard International Academy Foundation will:

- engage students and parents, through taste-tests of new entrees and surveys, in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices; and
- share information about the nutritional content of meals with parents and students.

Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, Harvard International Academy Foundation will:

- operate the breakfast program, to the extent possible;
- notify parents and students of the availability of the School Breakfast Program, where available; and,
- encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials or other means.

Free and Reduced-Priced Meals

Harvard International Academy Foundation will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, Harvard International Academy Foundation may:

- utilize electronic identification and payment systems;
- provide an alternate privacy securing system; and,
- promote the availability of meals to all students.

Meal Times and Scheduling

Harvard International Academy Foundation

- will provide students with at least 15 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- will schedule meal periods at appropriate times between 11 a.m. and 1 p.m. and will not schedule tutoring, club or organizational meetings or activities during mealtimes unless students may eat during such activities;
- will schedule lunch periods to follow recess periods;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and,
- will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Academic performance and quality of life issues are affected by the choice and availability of nutritious foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn.

- The nutrition benchmarks included in Florida's Physical Education Standards shall be taught as part of the structured and systematic unit of instruction during physical education classes and will be integrated into other subject areas (e.g., math, science) where there is a natural fit.
- Students receive nutrition education that is interactive and teaches skills they need to adopt healthy eating behaviors. Classroom lectures, activities and student participation are provided in nutrition and health

classes. Classroom written tests (such as multiple choice, essay and fill in the blank) are given in the areas of nutrition.

- Students will understand how food reaches the table and the implications that has for their health and future. Staff shall integrate hands-on experiences such as working in a garden, cooking activities and enrichment activities such as farmer's market tours and visits to community gardens with the core curriculum. Students will receive homework supporting these activities to ensure comprehension.
- Nutrition education will be incorporated within the larger school community. The nutrition education program shall work with the school meal program to develop school gardens and use the cafeteria as a learning lab. Students will harvest vegetables from the school garden and work with the cafeteria staff to create wholesome snacks.
- Nutrition education will teach skills that are behavior-focused. Students will be taught about calorie balance, energy expenditure and how to read and interpret nutrition facts labels.
- The staff responsible for nutrition education will be adequately prepared and participate regularly in professional development activities to effectively deliver an accurate nutrition education program as planned. Preparation and professional development activities will provide basic knowledge of nutrition combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote healthy eating habits.

2. Physical Activity

The educational system of the Harvard International Academy Foundation has the Knowledge of the unique features of the curriculum will encourage support and cooperation in the implementation of the instructional program.

Educators in HIAF are responsible for the delivery of curriculum to their students. This responsibility requires administrators and teachers to be knowledgeable regarding the development of Physical Education and Health curriculum.

As teachers develop course outlines and lesson plans, they will:

- Use the Physical Education and Health curriculum guides to determine core subject content.
- Consult the adopted textbooks.
- Refer to the school calendar.
- Indicate which items under the general topics are considered core.

- Indicate additional content to be covered as time permits.
- List the evaluative methods to be used to determine student mastery of content.
- Include supplementary materials to be used.
- List projects, trips, audio-visuals and other teaching equipment or materials that may be used for general instruction or for meeting specific needs.
- Indicate teaching strategies that may be used to meet individual differences.

Using all of the above, the teacher will develop a general outline of the course content to be covered during the term. Time allotments should be included to indicate the plan for pacing during the term.

It is imperative that the essential learnings listed in the curriculum guides be included in the core content. These should be ordered according to the coverage in the text. Essential learnings not covered in the text should be addressed through the use of supplementary sources.

Teachers will be held accountable for developing course outlines and lesson plans from the curriculum guide. This process will provide means by which curriculum supervisors can verify that the recommended curriculum is being followed.

PHYSICAL EDUCATION

Physical education is an integral part of the total education process which has as its aim the development of physically, mentally, emotionally and socially fit individuals through the medium of physical activities. "Unless the physical powers are kept in health by active exercise, the mental powers cannot long be used to their highest capacity." Ed 207

Physical Education

Harvard International Academy Foundation will provide physical education that:

- is in keeping with the Centers for Disease Control and Prevention recommendation of at least 150 minutes a week for elementary students and 225 minutes a week for middle and high school students;
- is for all students in grades K-8 for the entire school year;
- is taught by the classroom teacher or, if at all possible, a certified physical education teacher;
- includes students with disabilities, (students with special health-care needs may be provided participation in alternative educational settings); and,
- engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

RECESS PERIODS

Weather permitting, students are expected to go outside for recesses, the noon hour and any other supervised program that the teacher deems appropriate. If for some reason a student is to remain indoors, a note should be sent from the parent to the teacher stating the problem.

Children should be provided with adequate clothing so they may be able to participate in outdoor activities for any of their classes.

Daily Recess

Harvard International Academy Foundation will provide, for all its students, recess that:

- is at least 20 minutes a day;
- is preferably outdoors;
- encourages moderate to vigorous physical activity and,
- discourages extended periods (i.e., periods of two or more hours) of inactivity.

When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time Harvard International Academy Foundation will give students periodic breaks during which they will be encouraged to stand and be moderately active.

Physical Activity and Punishment

Employees will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

Communication with Parents

Through the Home and School Association, Harvard International Academy Foundation will strive to support parents' efforts to provide a healthy diet and daily physical activity for their children. As much as possible, Harvard International Academy Foundation will:

- offer healthy eating seminars for parents, send home nutrition information;
- encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutrition standards for individual foods and beverages;
- provide parents with a list of foods that meet our school standards and ideas for healthy celebrations/parties, rewards and fundraising activities;
- provide opportunities for parents to share their healthy food practices with others in the school community;
- provide information about physical education and other school-based physical activity opportunities before, during, and after the school day;
- support parents' efforts to provide their children with opportunities to be physically active outside of school; and,
- include sharing information about physical activity and physical education through a web site, newsletter, other take-home materials, special events or physical education homework.

Harvard International Academy Foundation shall ensure that physical activity is an essential element of each school's instructional program. The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of physical activity.

- All students in grades K-5 shall receive 150 minutes per week of instructionally relevant physical education. For middle school physical education in grades 6-8, all students shall receive a minimum of one semester of physical education in each of the three years. In grades 9-10, students receive a minimum of one credit of physical education. One semester must be personal fitness while the second semester may be Health.
- All elementary school students will have at least 20 minutes of daily recess. The school will provide space, equipment and an environment conducive to safe and enjoyable play.
- Students will have the opportunity to be involved in physical activity through physical education programs, before and after school activities or other activity programs. Students will be encouraged to participate in community-offered fitness and athletic programs.
- Staff will be encouraged to participate in 150 minutes of moderate-intensity aerobic activity (e.g., brisk walking, jogging, swimming) every week. Staff will be informed of the opportunity to participate in physical activity in afterschool programs and community events.
- Regular classroom teachers will be encouraged to provide short physical activity breaks between lessons or classes, as appropriate.

Harvard International Academy Foundation will integrate wellness activities across the entire school setting. These initiatives will include nutrition, physical activity and other wellness components so that all efforts work towards the same set of goals and objectives used to promote student well-being, optimal development and strong educational outcomes.

General Guidelines

- **Harvard International Academy Foundation** shall consider the components of the Centers for Disease Control's Whole School, Whole Community, Whole Child (WSCC) model in establishing other school-based activities that promote wellness.

- The goals outlined by this wellness policy will be considered in planning all school-based activities (such as school events, field trips, dances and assemblies).
- Afterschool programs will encourage healthy snacking and physical activity.
- **Harvard International Academy Foundation** shall actively develop and support the engagement of students, families and staff in community health-enhancing activities and events at the school or throughout the community.
- **Harvard International Academy Foundation** shall be in compliance with drug, alcohol and tobacco-free policies.

Recycling

- The school shall maximize the reduction of waste by recycling, reusing, composting and purchasing recycled products.

Employee Wellness

- **Harvard International Academy Foundation** wellness committee will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and distributes wellness resources and performs other functions that support staff wellness in coordination with human resources staff.
- All staff will be provided with opportunities to participate in physical activities and healthy eating programs that are accessible and free or low-cost.

Health Services

- A coordinated program of accessible health services shall be provided to students and staff and shall include, but not be limited to, violence prevention, school safety, communicable disease prevention, health screening, including body mass index, community health referrals, immunizations, parenting skills and first aid/CPR training.

Use of School Facilities Outside of School Hours

Management

- **Harvard International Academy Foundation** will promote the use of school facilities outside of school hours for physical activity programs offered by community-based organizations and for the school community's use.

Parents will be allowed to bring their children to the school and have access to basketball courts and playgrounds facilities.

Behavior Management

- **Harvard International Academy Foundation** is committed to prohibiting the use of food as a reward, unless incorporated into an activity that promotes positive nutrition messages (such as a guest chef or field trip to a farm).
- Teachers and other school personnel will not deny or require physical activity as a means of punishment.

3. Guidelines for All Foods and Beverages Available During the School Day

Harvard International Academy Foundation shall operate and provide food service in accordance with USDA's National School Lunch Program (NSLP) standards and applicable laws and regulations of the state of Florida. The guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by USDA.

General Guidelines

- All reimbursable meals will meet nutrition standards mandated by USDA, as well as any additional state nutrition standards that go beyond USDA requirements.
- School meals will include a variety of nutrient-dense foods, including whole grains and fiber-rich fruits and vegetables, while accommodating special dietary needs and ethnic and cultural food preferences.
- **Harvard International Academy Foundation** will participate in available federal school meal programs, including the SBP, NSLP, ASSP, AMP, and SFSP.
- Free, potable water will be made available to all children during each meal service.

Competitive Foods

- All foods and beverages sold on the school campus to students outside of reimbursable school meals are considered "competitive foods," and must comply with the nutrition standards for competitive food as defined and required in 7 CFR 210.11.
 - *School campus means, for the purpose of competitive food standards implementation, all areas of the property under the*

jurisdiction of the school that are accessible to students during the school day.

- *School day means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day.*
- Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, snack bars and for in-school fundraisers.
- Unless being sold by **Harvard International Academy Foundation** food service program, it is impermissible for any competitive food item sold to students during the school day to consist of ready-to-eat combination foods of meat or meat alternate and grain products, as defined in 7 CFR 210.10 and 210.11. (FAC 5P-1.003)
- To be allowable, all competitive food items sold to students must meet general nutrition requirements and nutrient standards.

General nutrition requirements for competitive foods:

- Be a grain product that contains 50 percent or more whole grains by weight or have a whole grain as the first ingredient; or
- Have as the first ingredient one of the non-grain major food groups: fruits, vegetables, dairy or protein foods.
- Be a combination food that contains 1/4 cup of fruit and/or vegetable.
- If water is the first ingredient, the second ingredient must be one of the above.
- All Competitive and Beverages will meet the Smart Snack Standards.

Nutrient standards for competitive foods:

Nutrient Standards	Snack Items and Side Dishes (including any added accompaniments)	Entrée Items (including any added accompaniments)
Calories	200 calories or less	350 calories or less
Sodium Limits	200 mg or less	480 mg or less
Total Fat Limits	35% or less of total calories	35% or less of total calories

Saturated fat	Less than 10% of total calories	Less than 10% of total calories
Trans fat	0 g of trans fat as served (less than or equal to 0.5 g per portion)	0 g of trans fat as served (less than or equal to 0.5 g per portion)
Sugar	35% of weight from total sugar as served or less	35% of weight from total sugar as served or less

Exemptions:

- Any entrée item offered as part of the breakfast or lunch program is exempt if it is served as a competitive food on the day of service or the day after service in the breakfast or lunch program.
- Fresh or frozen fruits and vegetables with no added ingredients, except water.
- Canned fruits with no added ingredients except water, which are packed in 100 percent juice, extra light syrup or light syrup.
- Low sodium/No salt added canned vegetables with no added fats.
- Reduced fat cheese, nuts, seeds and nut/seed butters, as well as seafood and whole eggs with no added fat are exempt from the total fat and saturated fat standards.

**Refer to 7 CFR 210.11 competitive food service standards for additional exemptions.*

Nutrition standards for beverages:

Portion sizes listed are the maximum that can be offered.

Beverages	Elementary	Middle	High
Plain water	unlimited	unlimited	unlimited
Unflavored low-fat milk	8 fl. oz.	12 fl. oz.	12 fl. oz.
Unflavored or flavored fat-free milk	8 fl. oz.	12 fl. oz.	12 fl. oz.
100% fruit or vegetable juice	8 fl. oz.	12 fl. oz.	12 fl. oz.

100% fruit or vegetable juice diluted with water but no added sweeteners	8 fl. oz.	12 fl. oz.	12 fl. oz.
Other flavored and/or carbonated beverages that are labeled to contain 5 calories or less per 8 fl. oz., or 10 calories or less per 20 fl. oz.	Not allowed	Not allowed	20 fl. oz.
Other flavored and/or carbonated beverages that are labeled to contain 40 calorie or less per 8 fl. oz. or 60 calories or less per 12 fl. oz.)	Not allowed	Not allowed	12 fl. oz.

For elementary and middle school students: foods and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances. Food and beverages for high school students may contain caffeine.

The final rule requires each LSWP to also include nutrition guidelines for all food and beverages available on the school campus during the school day that are not sold (i.e. foods provided for classroom parties and school celebrations). This rule does not require LEAs to address standards for food brought from home for individual consumption.

Standards for food and beverages available during the school day that are not sold to students:

- The school will provide parents and teachers a list of ideas for healthy celebrations/parties, rewards and fundraising activities.
- Class parties or celebrations shall be held after the lunch period and only foods that meet the Smart Snacks in School nutrition standards can be served.
- Schools will limit celebrations that involve food during the school day to no more than one party per class per month.

Fundraising

- Fundraising efforts will be supportive of healthy eating by complying with all applicable regulations and nutrition standards for competitive foods while also emphasizing the sale of nonfood items.

- No fundraisers that include the sale of food items will occur until thirty (30) minutes after the conclusion of the last designated meal service period.
- The school board is permitted to grant a special exemption from the standards for competitive foods as specified above for the purpose of conducting infrequent school-sponsored fundraisers, not to exceed the following maximum number of school days per school campus each school year:

School Type	Maximum Number of School Days to Conduct Exempted Fundraisers
Elementary Schools	5 days
Middle School/Junior High Schools	10 days
Senior High Schools	15 days
Combination Schools	10 days

- Each school's Healthy School Team will maintain a school calendar identifying the dates when exempted competitive food fundraisers will occur. (FAC 5P-1.003)

The new food and beverage marketing rule requires local school wellness policies to establish only minimum standards for food and beverage marketing restrictions. State agencies and LEAs may choose to adopt more stringent policies for food and beverage marketing. This new addition does not apply to personal clothing or items, packaging of products brought from home or classroom materials used for educational purposes.

4. Policy for Food and Beverage Marketing

School-based marketing will be consistent with policies for nutrition education and health promotion. As such, the following guidelines apply:

- Schools will only be allowed to market and advertise those foods and beverages that meet or exceed USDA's Smart Snacks in School nutrition standards.
- Marketing activities that promote healthful behaviors are encouraged. Examples may include: vending machine covers promoting water, pricing structures that promote healthy options in a la carte lines or vending machines, sales of fruit for fundraisers and coupons for discounted gym memberships.

- **Harvard International Academy Foundation** nutrition department's replacement and purchasing decisions will reflect the marketing guidelines mentioned above.

The final rule requires an assessment of the local school wellness policy to be conducted, at a minimum of every three years. However, LEAs can choose to assess their policies more frequently to ensure goals and objectives are being met and to refine the policy as needed. The results of this assessment MUST be made available to the public.

5. Evaluation and Measurement of the Implementation of the Wellness Policy

Harvard International Academy Foundation wellness committee will update and make modifications to the wellness policy based on the results of the annual review and triennial assessments and/or as local priorities change, community needs change, wellness goals are met, new health information and technology emerges and new federal or state guidance or standards are issued. The wellness policy will be assessed as indicated at least every three years following the triennial assessment.

Triennial Progress Assessments

Harvard International Academy Foundation will conduct an assessment of the local school wellness policy to measure wellness policy compliance **at least once every three years**. This assessment will measure the implementation of the local school wellness policy, and include:

- The extent to which **Harvard International Academy Foundation** is in compliance with the local school wellness policy;
- The extent to which the local school wellness policy compares to model local school wellness policies; and
- A description of the progress made in attaining the goals of the local school wellness policy.

At a minimum, LEAs must annually inform and update the public about the content and implementation of the local school wellness policy. USDA encourages LEAs and schools to include a summary of each school's events or activities relating to the LSWP implementation, contact information for the designated LSWP official and information on how the public can get involved with the wellness policy committee.

6. Informing the Public

Harvard International Academy Foundation will ensure that the wellness policy and most recent triennial assessment are available to the public at all times.

Harvard International Academy Foundation will also actively notify households on an annual basis about any updates made to the wellness policy and the availability of the triennial assessment results, as well as provide information to the community about the school nutrition environment.

- **Harvard International Academy Foundation** will ensure the most updated version of the wellness policy and triennial assessments are always available on the school website for the public to view.
- **Harvard International Academy Foundation** will present wellness policy updates, as applicable, during meetings with the Parent Teacher Association/Organization, school board, district superintendent, health and wellness committee and other interested groups or stakeholders.
- Wellness updates will be provided to students, parents and staff, as applicable, in the form of handouts, **Harvard International Academy Foundation** website, articles and each school's newsletter, to ensure that the community is informed and that public input is encouraged.
- The school will provide all parents with a complete copy of the local school wellness policy at the beginning of the school year.

7. Community Involvement

Harvard International Academy Foundation is committed to being responsive to community input, which begins with awareness of the wellness policy. **Harvard International Academy Foundation** will actively communicate ways in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public can participate in the development, implementation and annual review of the local school wellness policy through a variety of means, including:

- **Harvard International Academy Foundation** will consider student needs in planning for a healthy nutrition environment. Students will be asked for input and feedback through the use of surveys and attention will be given to their comments.

- **Harvard International Academy Foundation** will use electronic mechanisms, such as email or displaying notices on **Harvard International Academy Foundation** 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 any updates to the wellness policy, as well as how to get involved and support the policy.
- At the final public school board meeting of each year, the local school wellness policy will be discussed and all stakeholders will be asked to provide feedback on the policy. All comments and recommendations will be reviewed and considered.

Record keeping information is not required to be written into the wellness policy; however, the following documentation must be maintained and will be reviewed by the Florida Department of Agriculture and Consumer Services during an Administrative Review of the LEA's National School Lunch Program.

Record Keeping

Records to document compliance with the requirements of the local school wellness policy will include, but is not limited to the following:

- The written local school wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public as consistent with the section on informing and updating the public; and
- Documentation of the triennial assessment of the local school wellness policy.

Documentation demonstrating compliance with community involvement requirements may include a copy of the solicitation on the LEA website. Documentation to demonstrate compliance with the public notification requirements may include a copy of the LEA Web page where the LSWP has been posted or a copy of the school newsletter.

This institution is an equal opportunity provider.