

SECRETARY'S CERTIFICATE

I, the undersigned Secretary of the High Tech High School Board (the "Corporation"), hereby certify as follows:

The attached is a full, true and correct copy of the following:

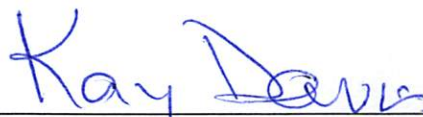
Item 3.6 Approve Revised High Tech High Wellness Policy

Duly approved at a regular meeting of this Board of Trustees of High Tech High School board at the regular meeting place thereof duly called, noticed and held on January 31, 2020, and at which a quorum thereof was present; and was approved by the following vote:

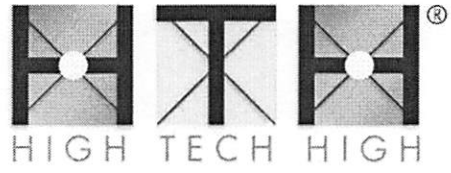
Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Kay Davis, Secretary	X			
Heather Lattimer, Trustee	X			
Albert Lin, Trustee	X			
Héctor M. Pérez, Trustee				X

An agenda of the meeting was posted at least 72 hours before the meeting at 2861 Womble Road, San Diego, California, a location freely accessible to members of the public, and a brief description of the item to be approved appeared on the agenda.

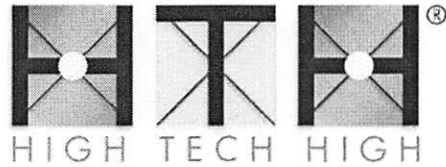
WITNESS my hand this 31st day of January, 2020.



Kay Davis, High Tech High School Board Secretary



Wellness Policies and Procedures



Overview

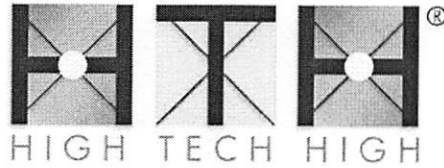
High Tech High (“HTH”) schools aim to create learning environments that support the healthy development of every student.

The **HTH Wellness Policy (“Wellness Policy”)** outlines HTH's approach to ensuring environments and opportunities for students to practice healthy eating. Specifically, the Wellness Policy establishes goals and procedures with the intention that:

- HTH students have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available at school—in accordance with federal and state nutrition standards;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- The broader HTH community works together to create continuity between school and other settings supporting students to practice lifelong healthy habits; and
- HTH establishes and maintains a system for the management, oversight, implementation, communication, and monitoring of the Wellness Policy and its established goals and objectives.

The Wellness Policy in its entirety may be viewed at each school's front office as well as online at www.hightechhigh.org.

This Wellness Policy applies to all HTH schools, students, staff, and volunteers.



School Health and Wellness Committee

1. Committee Composition, Role and Scope

HTH will convene a representative **Health and Wellness Committee (“HWC”)** that meets four (4) times per year to establish goals and monitor the development and implementation of programs pursuant to the Wellness Policy.

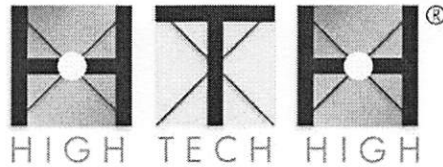
The HWC members will represent HTH’s K-12 schools and may include: students; representatives of the school nutrition program; athletics program representatives; teachers; mental health and social services staff; school administrators; parents and caregivers; health professionals; and other school professionals. To the extent possible, the HWC will include representatives from each school, and will reflect the diversity of the broader community. HWC members are subject to change throughout the school year.

The HWC will periodically review and recommend amendments to the Wellness Policy. Through the **HTH Food and Nutrition Services Manager**, the HWC also will make recommendations to the HTH schools for school consideration regarding the subjects of this Wellness Policy including nutrition, physical activities, and other ways of promoting student health and wellness (See, Sections III-V of this Wellness Policy). The HWC will observe, collect information, and reflect on actions taken under this policy.

2. Leadership

The Food and Nutrition Services Manager will convene the HWC and facilitate development of, and updates to, the Wellness Policy, and will work with each HTH school toward compliance with the Wellness Policy.

Each school will designate a **School-Level Wellness Policy Coordinator**, who will be responsible for school site communications and efforts related to the Wellness Policy.



Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement

1. Implementation Plan

HTH will develop and maintain an implementation plan to manage and coordinate the execution of this Wellness Policy. The implementation plan will set goals and nutrition standards for foods and beverages available on school campuses, nutrition promotion and education, physical activities, and other school-based activities that promote student and staff wellness. The HWC will assess progress on the Wellness Policy, and may assist the Food and Nutrition Services Manager in compiling information for reports.

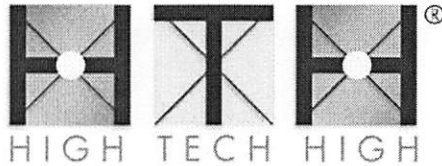
2. Recordkeeping

The Wellness Policy will be posted, as required by applicable law, on the HTH website, www.hightechhigh.org.

In addition, HTH will retain records to document compliance with the requirements of the Wellness Policy at High Tech High, 2861 Womble Road, San Diego, CA. Documentation will include, but will not be limited to:

- Documentation demonstrating compliance with community involvement requirements, including:
 - The Current Wellness Policy
 - Efforts to actively solicit HWC membership from stakeholder groups through public notification of the HWC and information regarding how to join through HTH Website; and
 - HWC participation in the development, implementation, periodic review, and amendment of the Wellness Policy, as appropriate;
 - Annual Report ("**Annual Report**");
 - Triennial Assessment of the Wellness Policy ("**Triennial Assessment**"); and

- Documentation demonstrating compliance with public notification requirements, including:
 - (1) Methods by which the Wellness Policy, Annual Reports, and Triennial Assessments are made available to the public; and
 - (2) Efforts to actively notify families about the availability of the Wellness Policy.



Annual Update

HTH will prepare an Annual update to share basic information about this Wellness Policy, and report on the progress toward meeting wellness goals. The Annual update will be published to the HTH Lunch Webpage and include updates and progress.

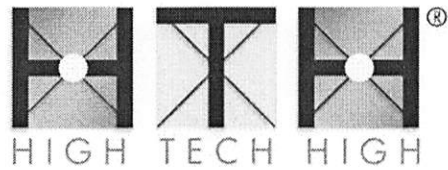
- HTH will alert the public and local community of the Wellness Policy and all updates made to the policy.
- HTH will provide a summary of changes made to the policy
- HTH will provide a summary of the implementation of the Wellness Policy
- The annual update will be available in English, and translated into other languages as requested.

Triennial Progress Assessment

At least once every three years, HTH will evaluate compliance with the Wellness Policy ("Triennial Assessment"). Among other things, the Triennial Assessment shall include the following:

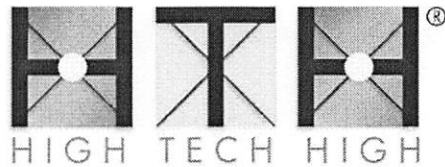
- A review of the extent to which schools are in compliance with the Wellness Policy
- A description of the progress made in attaining the goals of HTH's Wellness Policy.
- HTH will use the Wellness School Assessment Tool 3.0 (WellSAT 3.0) used to compare to the model policy

The HTH Food and Nutrition Services Manager is responsible for overseeing the Triennial Assessment, and may be reached at athomas@hightechhigh.org



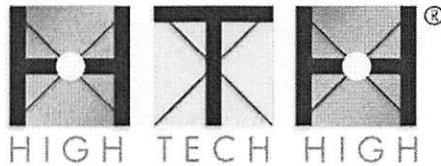
Amending the Wellness Policy

The HWC will recommend amendments to the Wellness Policy based on the results of the Annual Reports and Triennial Assessments, or as: priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new federal or state standards are issued. The Wellness Policy will be reviewed for updates at least every three years, following the Triennial Assessment. Amendments to the Wellness Policy must be approved by senior HTH staff and, possibly, the HTH board.



Community Involvement, Outreach, and Communications

HTH will communicate ways in which representatives of HWC and others in the broader HTH community can participate in the development, implementation, and periodic review and amendment of the Wellness Policy through a variety of appropriate means. HTH will also inform parents of the improvements that have been made to school meals, 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. HTH will communicate this information about the Wellness Policy using electronic mechanisms, such as displaying notices on HTH's website, postings through various HTH social media platforms, or sending emails to households when warranted. In addition, non-electronic mechanisms, such as newsletters, flyers, posters, letters/mailers, and presentations to households as requested.



Nutrition

HTH is committed to serving healthy meals to children that include fruits, vegetables, whole grains, fat-free and/or low-fat milk; that are moderate in sodium, low in saturated fat, and contain zero grams of trans fats per serving (as per nutrition label or manufacturer's specification); and that meet the nutrition needs of school children within their caloric requirements. HTH aims 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.

HTH schools participate in USDA child nutrition programs, including the National School Lunch Program (“NSLP”), the School Breakfast Program (“SBP”), and Afterschool Snack Program. Through the NSLP and SBP programs, and other applicable federal child nutrition programs, HTH schools are committed to offering school meals 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. (HTH offers reimbursable school meals that meet USDA nutrition standards), (<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>); and
- Promote healthy food and beverage choices using the following Smarter Lunchroom techniques, (<https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies>):
 - Whole fruit options are displayed in attractive ways;
 - Daily fruit options are displayed in a location in the line of sight and reach of students;
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal;
 - Student surveys and taste testing opportunities are used to inform menu development;
 - Menus are created/reviewed by a certified nutrition professional;
 - School meals are administered by a team of child nutrition professionals;
 - HTH child nutrition program will accommodate students with special dietary needs; and
 - 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.

Water

To promote hydration, free, safe, unflavored drinking water will be available to HTH students throughout the school day. HTH will make drinking water available through drinking water stations throughout campus and where school meals are served during mealtimes. Students will be encouraged to bring and carry water bottles filled with only water throughout the day. For purposes of this Wellness Policy, the term “**school day**” is defined in the Glossary below.

Competitive Foods and Beverages

HTH will endeavor to ensure that foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold outside of the school meal



programs during the school day as defined in the Glossary below (i.e., “competitive” foods and beverages) should meet the USDA Smart Snacks in School Nutrition Standards, at a minimum. Further information regarding smart snacks may be found at <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. Any questions regarding competitive foods and beverages, or the USDA Smart Snacks in School Nutrition Standards, may be addressed to the HTH Food and Nutrition Services Manager at athomas@hightechhigh.org.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools Nutrition Standards may be sold for student consumption during the school day through fundraisers on the school campus during the school day as school day is defined in the Glossary below. Foods and beverages sold outside of the school day hours are not subject to these restrictions.

Nutrition Education

HTH aims to teach, model, encourage, and support healthy eating by students. Schools will provide nutrition education that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is integrated into other classroom instruction through subjects such as math, science, language arts, humanities, and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods; and
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise).

Physical Activity

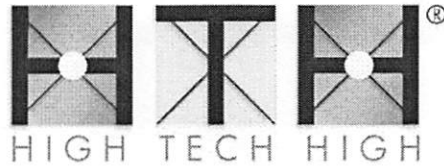
HTH provides opportunities for students to be physically active through recess, classroom-based physical activity, walk and bicycle to school, and out-of-school time athletics programs. Physical activity during the school day (including but not limited to recess, physical activity, and breaks) **will not be withheld** as punishment for any student.

HTH will ensure that its grounds and facilities are safe, and that equipment is available to students to be active, to the extent practicable.

Physical Fitness

HTH will promote student physical fitness through individualized fitness and activity assessments (e.g. the [Presidential Youth Fitness Program as applicable, http://www.pyfp.org](http://www.pyfp.org)).

Active Academics



When possible and appropriate, teachers should incorporate movement and kinesthetic learning approaches into instruction (e.g., science, math, language arts, social studies, and others) to limit sedentary behavior during the school day. HTH 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.

Other Activities that Promote Student Wellness

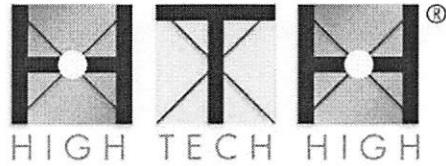
HTH will seek to integrate other health initiatives related to physical activity, nutrition, and other wellness components in an effort to promote student well-being, development, and improved educational outcomes.

Food & Beverage Marketing

High Tech High staff will only market food items that meet the Smart Snacks in Schools (SSIS) standards and prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards/signboards, school supplies, advertisements in school publications, coupon or incentive programs, or other means. School-based marketing will be consistent with nutrition education and health promotion items identified above. As such, schools will limit food and beverage marketing to the promotion of healthy foods including fruit, vegetables, whole grains, and low-fat and fat-free dairy products.

HTH will encourage students to make healthy choices by marketing and promoting healthful foods and beverages which include:

- Collecting suggestions from students and families for meals and snack items that might be offered.
- Conducting taste tests of new menu items and asking students to provide feedback.
- Placing nutritious items where they are easy for students to select (placing fruits and vegetables to the front of the school meal line or near the cash register).
- Using attractive displays for fruits and vegetables.
- Using signs or verbal prompts to encourage students to try healthy foods.

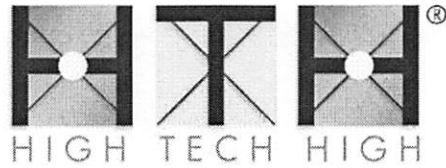


Food as a Reward

The use of food as a reward for a student's academic performance, accomplishments, or classroom behavior is discouraged. If choosing to use food as a reward, staff and other entities (businesses, sponsors, and/or organizations) are encouraged to use nutritionally-compliant foods. High Tech High will emphasize nonfood incentives as alternatives to all school administrators and staff members.

Classroom Celebrations

In order to support and encourage children's health and school nutrition education efforts, school celebratory activities should limit the frequency of non-nutritious food items offered. If non-nutritious food items are offered, schools are encouraged to balance healthy food items with non-nutritious food offerings. Staff members are encouraged to refer to the Healthy Celebrations handout for more information regarding healthy food celebrations and nonfood celebration options.

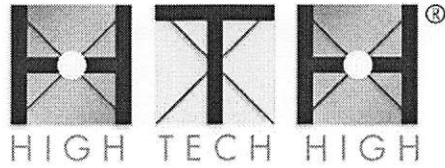


Student Wellness Goals:

- 1) HTH will encourage students to consume a well-balanced breakfast daily in order to support healthy eating habits and support growth. A minimum of 50% of all HTH schools will engage in a second chance breakfast program.
- 2) HTH will encourage all teachers to incorporate one nutrition education lesson or project into their core curriculum in order to enhance student's knowledge and understanding of nutrition.

Action Plan to meet Wellness Goals

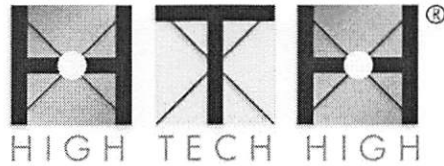
- Rollout out breakfast after the bell to provide students with a second chance to get breakfast at a minimum of 50% of HTH schools.
- Provide outreach and education to parents, staff, and students in the form of a flyer with information on breakfast, including time, location, and nutrition information pertaining to SBP.
- Incorporate breakfast menu selections and entrees in the morning announcements at schools that are willing to participate.
- HTH will share nutrition education lesson plans and resources for all HTH teachers to access via the High Tech High Food & Nutrition Services HIVE page.
- Registered Dietitians and Dietetics Professionals will provide staff members with nutrition education resources upon request.



GLOSSARY

School Campus: Areas that are owned or leased by the school and used at any time for school-related activities such as the school building or on the school campus, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields, and stadiums (e.g. on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day: The period from the midnight the night before, to 30 minutes after the end of the official day.



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

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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