NORTH CAROLINA SCHOOL NUTRITION

GOLDEN KEY ACHIEVEMENT AWARD

2015-16
GUIDE FOR SCHOOL NUTRITION MANAGERS AND STAFF

Presented to
Your Outstanding School
In Recognition of Excellent Achievement
in Learning Topics of School Nutrition

BY

North Carolina
Department of Public Instruction
Safe and Healthy Schools Division
School Nutrition Services Section

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INTRODUCTION

The Golden Key Achievement Award program is a set of criteria designed to recognize the great accomplishments in a single school cafeteria. This award replaces the previous Awards for Excellence program with updated activities that complement current program regulations and best practices. The purpose of the award is to promote benchmarks of excellence across North Carolina and to honor School Nutrition programs that maintain high standards. Participation in this award fosters ongoing professional development and improvement in the school nutrition environment.

To compete for the Award, School Nutrition managers and employees will conduct activities in four (4) learning topics:

1. Nutrition
2. Operations
3. Administration
4. Communications and Marketing

The learning topics are consistent with the United States Department of Agriculture (USDA) Professional Standards and relate to the School Nutrition Association's Keys to Excellence. Each activity requires specific documentation to show completion and must be included in the submission. Unless specified otherwise, all activities must be completed during the current school year. Feel free to add photos or other supporting information to document activities. The School Nutrition Administrator or other central office designee must approve the activities completed, sign the Awards Summary found on pages 18-20, and submit to the State Agency by a firm deadline. Once verified by the State Agency, the appropriate award will be provided to the participating school.

AWARD ACTIVITY REQUIREMENTS

Award recognitions will be provided according to the following achievements:

School Award	Achievements Required (See Award Activity Requirements for Learning Topics.)
Plaque	Participation in all four learning topics and complete specified number of requirements in each topic.
Blue Ribbon Certificate	Participation in all four learning topics and complete specified number of requirements in three topics.
Red Ribbon Certificate	Participation in all four learning topics and complete specified number of requirements in two topics.
White Ribbon Certificate	Participation in all four learning topics and complete specified number of requirements in one topic.

AWARD ACTIVITY REQUIREMENTS FOR LEARNING TOPICS

Learning Topic	Activities Required
1. Nutrition	6 out of 10
2. Operations	7 out of 12
3. Administration	6 out of 10
4. Communications and Marketing	7 out of 12

STATE LEVEL AWARD RECOGNITION

Schools qualifying for a plaque may be eligible to compete for award recognition at the State level. Each School Food Authority may submit their one best entry that meets the plaque requirement to the State Agency to compete for First, Second, and Third-place awards. State level winners will be announced at the annual School Nutrition Association of North Carolina (SNA-NC) conference and also recognized at the annual School Nutrition Administrator Conference.

Entries for state-wide awards consideration must be received in the NC Department of Public Instruction School Nutrition Services Section by April 15, 2016.

LEARNING TOPIC 1: NUTRITION

Goals: Provide food that meets students' nutritional needs and helps to reinforce healthy eating habits while integrating nutrition education and physical activity into the total education program.

1. The manager or school nutrition employee will prepare or arrange for student development of Bulletin Board(s) for nutrition topic(s) (other than National School Lunch Week or School Breakfast Week).

    - ☐ Include photos of 4 or more bulletin board displays related to a nutrition topic in the school.

2. The manager or school nutrition employee will organize a Poster Contest about a nutrition topic and display the posters at the school.

    - ☐ Include a brief description of the contest – grades level, number of students participating, topic of the contest, winners, etc. along with photos of the winning entries.

3. The manager or school nutrition employee will publish a School Newsletter or Website Article about a nutrition topic.

    - ☐ Provide a copy of the article or a screen shot of the website containing the article.

4. The manager or school nutrition employee will provide a series of Nutrition Education announcements over the PA or closed circuit television system at your school.

    - ☐ Provide a copy of at least 5 nutrition education announcements that were made at your school.

5. The manager or school nutrition employee will conduct classroom nutrition education lesson(s) that correspond with the *NC Essential Standards for Nutrition and Physical Activity* for the grade level involved in the nutrition lesson. (Refer to Appendix B for the Essential Standards and Objectives.)

    - ☐ For each nutrition education lesson taught, provide written documentation that includes:

        a) the grade level involved in the activity

b) the name and number of the Standard and Objective,
c) a brief description of the lesson
d) number of students involved.

Include photos of the event if appropriate.

6. The School Nutrition Staff will participate in Personal Wellness program. (See http://childnutrition.ncpublicschools.gov/information-resources/nutrition-education/nutrition-education-resources-for-schools/staff-wellness for ideas.)

   - ☐ Provide a written description of wellness activities completed, number of hours involved, and names of School Nutrition staff who participated.

7. The School Nutrition Manager or at least one other employee will complete the *Smart Options* nutrition course.

   - ☐ Provide a copy of the certificate of completion for the course. Tell how you will use the information learned to improve your School Nutrition Program.

8. Engage students in a cultural food tasting event.

   - ☐ Provide a written description of the event, foods tasted, and explain how the event related to nutrition education at your school.

9. Exhibit and participate in a Health or Wellness event such as health fair, open house, career day, PTA meeting, teachers meeting or exhibit in which a manager or staff assists within the school or community so that students and others learn about School Nutrition Programs.

   - ☐ Provide a copy of the program or announcement with picture and explanation of how the School Nutrition Manager and/or staff interacted with the exhibit.

10. The School will become a Team Nutrition School and participate in related activities.

    - ☐ Provide a copy of the certificate from USDA, or documentation from School Nutrition central office with the name of school highlighted. Include a list of Team Nutrition activities completed.

LEARNING TOPIC 2: OPERATIONS

Goal: Provide safe, attractive, nutritious, and high quality food to all cafeteria guests.

1. All School Nutrition Employees at the school will complete, at minimum, the four hour *HACCP in Your Schools* Course. Refer to http://childnutrition.ncpublicschools.gov/information-resources/haccp-food-safety/commercial-kitchen/haccp-continuing-education/haccp-in-your-school-curriculum/haccp-in-your-school-curriculum for course materials. The School Nutrition Manager must successfully complete a Certified Food Protection Manager (CFPM) examination.

    - ☐ Provide a copy of the *HACCP in Your Schools* Course certificate for each employee and a copy of the CFPM certificate for the manager. All certificates should have a completion date no older than five years prior to April 15 of the year of this award submission. (For example, if you are submitting this award in April 2016, the certificates of completion should be no older than April 2011.)

2. All School Nutrition Employees at the school will complete eight or more of the 15-minute Food Safety Lessons posted at http://childnutrition.ncpublicschools.gov/information-resources/haccp-food-safety/haccp-continuing-education/15-minute-training-topics/haccp-15-minute-training-topics

    - ☐ Provide a copy of the Continuing Education Report to document each of the eight minimum lessons completed.

3. The manager and employees will demonstrate at least one successful cost cutting measure. Utilizing data driven decision making skills and solid financial data determine an area that needs improvement in your cafeteria. Formulate and execute a plan for improvement.

    - ☐ Provide documentation that shows before and after results of implementing the cost cutting measure. This may include photos, customer comments, budget and/or cost information or other appropriate documents showing the formulation, execution and success of your plan.

4. The School Nutrition manager or employee will complete 5 lessons from the Fuel Up to Win the Race to the Top (FUTW-RTTT) continuing education module related to the learning topic of Operations. The modules are located at: http://ncsnel.org/ . The lessons that provide credit in the learning topic of Operations are from the Menu Planning, Meal Pattern, Offer vs. Serve, and Food Preparation Skills and Tips sections.

- ☐ Provide a copy of the certificates obtained upon completion of each FUTW-RTTT lesson and quiz.

5. The School Nutrition manager or school nutrition personnel will participate in continuing education to learn how to follow proper written receiving and storage procedures.

    - ☐ Provide a copy of the written receiving and storage procedures for all categories of foods (fresh, frozen, dry, etc.), an outline of the lesson plan, and a roster of those attending the session.

6. The School Nutrition manager or school nutrition personnel will participate in continuing education to learn effective culinary techniques, garnishing, and high quality food production. (Refer to http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cElEPTIzOA for on-line course opportunities. In addition, the FUTW-RTTT lessons located at: http://ncsnel.org/ provide some information.)

    - ☐ Provide a description of the culinary, garnishing, and food production workshops or courses and roster of attendees. If the on-line courses are used, list the course and provide documentation of course completion.

7. The School Nutrition manager or school nutrition personnel will participate in continuing education to learn how to avoid cross contact to control allergic reactions in the cafeteria. Refer to http://childnutrition.ncpublicschools.gov/information-resources/haccp-food-safety/commercial-kitchen/haccp-continuing-education/allergen-lesson/haccp-allergen-lesson

    - ☐ Provide a brief description of the learning session and roster of attendees.

8. The School Nutrition manager or school nutrition personnel will participate in continuing education to learn the importance of batch cooking for just in time service to increase appeal and nutritional value of menu items. (Refer to: http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cElEPTIzOA for an on-line course.)

    - ☐ Provide a description of the batch cooking/production workshop or course and roster of attendees. If the on-line courses are used, list the course and provide documentation of course completion.

9. The School Nutrition manager or school nutrition personnel will participate in continuing education to learn the importance of proper weighing, measuring, and following standardized recipes. (Refer to the Fuel Up to Win the Race to the Top continuing education modules in the Food Preparation Skills and Tips section for additional information (http://ncsnel.org/). Additional references are also available at http://www.nfsmi.org/Templates/TemplateDivision.aspx?qs=cElEPTE3OA

    - ☐ Provide a description of the weighing, measuring, and recipe workshop(s) or course(s) and roster of attendees. If the on-line courses are used, list the course and provide documentation of course completion.

10. Re-design service options and line setup to encourage healthy choices and minimize the time students wait to be served.

    - ☐ Provide a description of the changes made to the meal service and line set up. Include before and after photos.

11. The school will have a waste management and recycling program in place.

    - ☐ Describe how the school minimizes waste and carries out a recycling program at the school.

12. School Nutrition Manager and all staff will earn (or maintain) the School Nutrition Association (SNA) Certificate in School Nutrition. Refer to http://www.schoolnutrition.org/certificate/ for additional information.

    - ☐ Provide proof of the SNA Certificate in School Nutrition for each staff member.

LEARNING TOPIC 3: ADMINISTRATION

Goal: Develop habits of effective management which reflects continuous improvement in fiscal control and personnel management.

1. The School Nutrition Manager will compare *Profit and Loss* and *Participation* year to date reports from last year to the current year.

   - ☐ Write a brief description explaining why there was a profit or loss from the previous year. If a loss, describe strategies you are implementing to bring the operation to at least break even. If reports show profit or break even, describe strategies you will use to maintain this accomplishment.

2. The School Nutrition Manager will calculate Meals per Labor Hour (MPLH) for at least 4 months during the current year for your school. Refer to The Institute of Child Nutrition's Financial Management: A Course for School Nutrition Managers at http://www.theicn.org/DocumentSearch.aspx?type=advance&title=&number=&keywords=&from=&to=&category=&subject=16&audience=0&course=0&media=0&language=0 for additional information.

   - ☐ Tell the local standard expected for MPLH in your School Food Authority (SFA) for your grade group and show a comparison for your school. If MPLH are satisfactory, describe strategies your school uses to meet the standard. If MPLH are below the standard, describe changes that your school plans to make to meet the standard.

3. The School Nutrition Manager or one other employee at the school will complete at least one lesson from the Fuel Up to Win the Race to the Top continuing education module located at: http://ncsnel.org/ that provides continuing education in the learning topic of Administration in the Menu Planning and Record Keeping sections.

   - ☐ Provide a copy of the certificate obtained upon completion of each module and quiz.

4. The School Nutrition Manager and employees will participate in continuing education for safe, secure, and accountable cash management procedures.

   - ☐ Provide a copy of the outline of instruction, date of session, and a roster of the school level participants.

5. A member of the School Nutrition Staff at the school will write and send at least one communication to a national legislative representative to advocate for a needed and reasonable change in the School Nutrition Program or to comment on a proposed USDA rule. (Congressional contact information is found at: https://www.govtrack.us/congress/members/NC)

    - ☐ Provide a copy of the written communication.

6. The School Nutrition Manager will complete at least 3 hours of instruction in Personnel Management (may be on-line or classroom style continuing education). Refer to http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cElEPTIzOA for several on-line course opportunities.

    - ☐ Provide documentation that shows completion of at least 3 hours of instruction.

7. The School Nutrition Manager will complete at least 3 hours of instruction in Personnel Management related to dealing with conflict in the workplace, employee discipline, or dealing with difficult people (may be on-line or classroom style continuing education). Refer to http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cElEPTIzOA for several on-line course opportunities.

    - ☐ Provide documentation that shows completion of at least 3 hours of instruction.

8. The School Nutrition Manager or one other employee at the school will complete the 10 hour on-line course *Meeting the Wellness Challenge* at http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cElEPTIzOQ

    - ☐ Provide documentation that shows completion of the course.

9. The School Nutrition Manager or at least one other employee at the school will complete a computer course in Windows, Excel, Word, PowerPoint, Publisher, Computer Programming, Computer Information Systems, or similar content.

    - ☐ Provide documentation that demonstrates successful completion of the course.

10. The School Nutrition Manager or one other employee at the school will complete 3 hours of instruction using the *Webinar - Financial Management #1, Webinar - Financial Management #2, and Webinar - Financial Management #3* courses located at http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cElEPTI0MQ

    - ☐ Provide documentation that shows completion of the three webinars.

LEARNING TOPIC 4: COMMUNICATIONS AND MARKETING

Goal: Carry out communication and marketing strategies that generate and maintain support for the School Nutrition Program.

1. Develop and carry out an Annual Marketing Plan that includes at least 5 marketing and communication activities during the school year. The marketing plan should include activities that will increase participation in school meals or increase consumption of healthy menu items.

    - ☐ Provide a copy of the marketing plan including at least 5 planned activities, dates, and outcomes of the activities.

2. Manager and/or staff will organize and meet regularly with an active student group such as Student Nutrition Advisory Council (SNAC) that will act as a communication link with the school nutrition manager and staff. The meetings should be held four times or more during the school year. Refer to http://www.sna-nc.org/NC-NAC_Getting_Started-2014.pdf for assistance.

    - ☐ Provide documentation of dates, activities, grade level, and number of students in attendance at meetings.

3. Manager and/or staff will complete the Smarter Lunchroom Implementation Self-Assessment and promote healthy food and beverage choices through use of at least 10 of the following recommendations in the school cafeteria:

    - ✓ Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans)
    - ✓ Sliced or cut fruit is available daily
    - ✓ Daily fruit options are displayed in a location in the line of sight and reach of students
    - ✓ All available vegetable options have been given creative or descriptive names
    - ✓ Daily vegetable options are bundled into all grab and go meals available to 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
    - ✓ White milk is placed in front of other beverages in all coolers

- ✓ Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas
- ✓ A reimbursable meal can be created in any service area or line available to students
- ✓ Student surveys and taste testing opportunities are used to inform menu development, dining space decor, and promotional ideas
- ✓ Student artwork is displayed in the service and/or dining areas
- ✓ Daily announcements are used to promote and market menu options

Note: if at least 10 of the above are not applicable to your school, choose additional items from the Self-Assessment that are relevant to your school nutrition program. List any additional items implemented below:

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(NOTE: *Smarter Lunchrooms*, developed by the Cornell Center for Behavioral Economics in Child Nutrition Programs (BEN) Center and funded in part by the USDA, is a set of best practices that have been shown to help encourage kids to make healthy choices. By using environmental cues such as better product placement and using creative names for healthier foods, these practical, research-based techniques increase student selection of healthier items and reduce plate waste. The manager and staff should refer to http://smarterlunchrooms.org/ for more details. The Smarter Lunchroom Self-Assessment may be downloaded at: http://smarterlunchrooms.org/sites/default/files/lunchroom_self-assessmt_score_card.final_.4-3-14.pdf and is also available in Appendix D.

- ☐ Provide a copy of the completed *Smarter Lunchroom Self-Assessment* and written explanation of the results of each of the selected 10 changes made to the cafeteria environment.

4. The School Nutrition Manager and/or staff will complete a Customer Service course or workshop enabling them to excel in customer service. (Refer to http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cElEPTIzOA for on-line customer service courses for managers and employees. Additional resources are also located at: http://www.nfsmi.org/Templates/TemplateDivision.aspx?qs=cElEPTE3OA.)

    - ☐ Provide a copy of the certificate of completion or other documentation for the customer service continuing education completed.

5. The School Nutrition Manager and/or staff will provide a tour of the Cafeteria and Kitchen and explain how the school staff obtains and produces high quality menu items.

    - ☐ Provide dates of the tour, grade level and number of students participating, and a brief summary of information discussed during the tour. Include photos of student participation if appropriate.

6. The School Nutrition Staff will complete at least two lessons from the Fuel Up to Win the Race to the Top continuing education modules that provide credit in the learning topic of Communications and Marketing. These lessons are from the Positive Dining Experiences and Nutrition in the Classroom sections of the course located at located at: http://ncsnel.org/.

    - ☐ Provide a copy of the certificates obtained upon completion of each module and quiz.

7. School Nutrition Staff will conduct at least two surveys of students, teachers, parents, and/or administrators that will assess quality of products and customer service provided in the cafeteria.

    - ☐ Provide a copy of the guest surveys used and a summary of the comments and recommendations from the survey participants. Write a brief summary of how the school nutrition staff responded to concerns.

8. The manager and staff will ensure that the dining and serving areas are customer-friendly and serve as learning laboratories.

    - ☐ Provide written documentation and photos that demonstrate efforts to make the cafeteria a guest-focused learning environment. Include photos of the efforts if appropriate.

9. The School Nutrition Manager and/or staff will conduct at least two taste tests of new recipes/menu items with students.

    - ☐ Provide a copy of the standardized recipes used for the taste testing along with a brief description of how the taste test was conducted and the results. Include photos of the finished product and student participation if appropriate.

10. The School Nutrition Staff will involve parents, grandparents and/or members of the community by inviting them to eat lunch or breakfast at the school and sharing information about the School Nutrition Program or nutrition education information.

    - ☐ Provide a copy of the invitation, menu, and program or nutrition education shared during the event. Include photos of the participants and event if appropriate.

11. The School Nutrition Staff will assist with improving the cafeteria environment and decor. Some examples may include the addition of painted murals, plants, flags, table tents or decorations, etc.

    - ☐ Write a brief description of the project and include before and after pictures.

12. The School Nutrition Staff will conduct three special promotions such as a Theme Day, Cultural Menu Days, or other Special Menu Day.

    - ☐ Provide a brief description of the three (3) events, the audiences targeted, and include photos as appropriate.

AWARDS SUMMARY INFORMATION

Complete a separate Awards Summary Form found on the next three pages for each school being considered for the award. Once completed, submit the form by April 15, 2016 to Melody Watkins by one of these methods:

1. By email with attachments to Melody.Watkins@dpi.nc.gov (preferred method)
2. By fax to Melody's attention at (919) 807-3516
3. By mail to Melody Watkins, 6324 Mail Service Center, Raleigh, NC 27699-6324.

If you plan to present the awards at a local event, you must submit the summary at least three weeks prior to the date you need the certificates or plaques. Please notify Melody of the date needed. Otherwise, the awards will be provided in May.

GOLDEN KEY ACHIEVEMENT AWARDS SUMMARY FORM

Please TYPE or PRINT the name of the school exactly as you want it to appear on the award:

The awards summary is due no later than April 15 and the awards will be provided in May; however, if you plan to present the awards at a local event, you must submit the summary at least three weeks prior to the date you need the certificates or plaques. If this applies, indicate the date the award is needed: _____

Check the award level for which this school qualifies:

- ☐ Plaque
- ☐ Blue Ribbon Certificate
- ☐ Red Ribbon Certificate
- ☐ White Ribbon Certificate

(NOTE: The Award criteria for the recognitions listed above are provided on page 3 of this guidance.)

Check the activities completed and accurately documented in each learning topic.

Learning Topic 1: Nutrition	
☐	1. Bulletin boards
☐	2. Poster contest
☐	3. Newsletter or website article
☐	4. Nutrition education announcements
☐	5. Nutrition education in classroom that follows NC Essential Standards
☐	6. Personal wellness participation
☐	7. *Smart Options* Course
☐	8. Cultural food tasting event
☐	9. Health and wellness event participation
☐	10. Team Nutrition School participation

Learning Topic 2: Operations	
☐	1. Food Safety Continuing Education and certification.
☐	2. At least 8 food safety mini-lessons.
☐	3. Successful cost-cutting measure
☐	4. Five lessons from the Fuel Up to Win the Race to the Top (FUTW-RTTT) continuing education module related to the learning topic of Operations
☐	5. Correct receiving and storage procedures
☐	6. Continuing education to learn effective culinary techniques, garnishing, and high quality food production
☐	7. Continuing education to learn about preventing allergen cross-contact
☐	8. Continuing education to learn batch cooking
☐	9. Continuing education to learn the importance of proper weighing, measuring, and following standardized recipes
☐	10. Re-design service options and line set up
☐	11. Waste management and recycling program
☐	12. School Nutrition Association (SNA) Certificate in School Nutrition

Learning Topic 3: Administration	
☐	1. Compare Profit and Loss and Participation
☐	2. Calculate Meals per Labor Hour
☐	3. Complete at least one lesson from the Fuel Up to Win the Race to the Top continuing education module located at: http://ncsnel.org/ that provides continuing education in the learning topic of Administration in the Menu Planning and Record Keeping sections.
☐	4. Cash management
☐	5. Legislative Communication
☐	6. Personnel management lessons from Institute of Child Nutrition or other source
☐	7. Conflict in the workplace, employee discipline, or dealing with difficult people lessons from Institute of Child Nutrition or other source
☐	8. *Meeting the Wellness Challenge* course
☐	9. Computer course
☐	10. Institute of Child Nutrition Financial Management webinars

Learning Topic 4: Communications and Marketing	
☐	1. Annual marketing plan
☐	2. Student Nutrition Advisory Council
☐	3. Smarter Lunchroom Self-Assessment
☐	4. Customer Service course
☐	5. Cafeteria tour
☐	6. Complete at least two lessons from the Fuel Up to Win the Race to the Top continuing education modules that provide credit in the learning topic of Communications and Marketing
☐	7. Guest satisfaction survey
☐	8. Guest-friendly, learning laboratory cafeteria
☐	9. Taste tests for students
☐	10. Community invitation to school meals
☐	11. Cafeteria décor improvement
☐	12. Special promotions

I certify that the manager and staff completed and submitted the work described for each learning topic activity and the school qualifies for the award.

School Nutrition Manager Printed Name	
School Food Authority	
School Nutrition Administrator Printed Name	
School Nutrition Administrator Signature	**Date**

APPENDIX A: RESOURCES

http://www.nfsmi.org/Templates/TemplateDivision.aspx?qs=cElEPTE3OA

http://smarterlunchrooms.org/resources

http://childnutrition.ncpublicschools.gov/

http://www.schoolnutrition.org/

APPENDIX B: STATE AGENCY JUDGING CRITERIA

The table below summarizes the criteria used by the State Agency when judging the state-wide award submissions for first, second, and third place winners.

Category	Criteria	Maximum Points per Category
Presentation	• Cover design is neat and creative • Notebook is neat • Sections are organized and consistent • Documentation is labeled and easy to locate	12
Nutrition	• Sections selected are clearly labeled and documentation is accurate • Goal of providing food that meets students' nutritional needs and helps to reinforce healthy eating habits while integrating nutrition education and physical activity into the total education program is met by the activities completed. • A minimum for the plaque award is met (6 out of 10 activities).	22
Operations	• Sections selected are clearly labeled and documentation is accurate • Goal of providing safe, attractive, nutritious, and high quality food to all cafeteria guests is met by the activities completed. • A minimum for the plaque award is met (7 out of 12 activities).	22
Administration	• Sections selected are clearly labeled and documentation is accurate • Goal of developing habits of effective management which reflects continuous improvement in fiscal control and personnel management is met by the activities completed. • A minimum for the plaque award is met (6 out of 10 activities).	22
Communications and Marketing	• Sections selected are clearly labeled and documentation is accurate • Goal of carrying out communication and marketing strategies that generate and maintain support for the School Nutrition Program is met by the activities completed. • A minimum for the plaque award is met (7 out of 12 activities).	22

APPENDIX C: NORTH CAROLINA ESSENTIAL STANDARDS FOR NUTRITION AND PHYSICAL ACTIVITY IN KINDERGARTEN THROUGH HIGH SCHOOL

All nutrition education activities conducted in the classroom and cafeteria must align with the Essential Standard and Clarifying Objectives for the grade group receiving the instruction. Use the references for each grade level to plan and teach appropriate nutrition lessons.

Kindergarten			
	Essential Standard	**Clarifying Objectives**	
K.NPA.1	Understand MyPlate as a tool for selecting nutritious foods.	K.NPA.1.1	Classify foods by groups in MyPlate.
		K.NPA.1.2	Recall foods and beverages beneficial to teeth and bones.
		K.NPA.1.3	Recall activities for fitness and recreation during out of school hours.
K.NPA.2	Understand the importance of consuming a variety of nutrient dense foods and beverages in moderation.	K.NPA.2.1	Recognize nutrient-dense foods in a list of foods that are culturally diverse.
		K.NPA.2.2	Summarize the importance of a healthy breakfast and lunch.

Grade 1			
Essential Standard		**Clarifying Objectives**	
1.NPA.1	Understand MyPlate as a tool for selecting nutritious foods.	1.NPA.1.1	Select a variety of foods based on MyPlate.
		1.NPA.1.2	Contrast more nutrient dense foods from those that are less nutrient dense.
1.NPA.2	Understand the importance of consuming a variety of nutrient dense foods and beverages in moderation.	1.NPA.2.1	Classify the sources of a variety of foods.
		1.NPA.2.2	Select healthy alternatives to foods and beverages that are high in sugar.
1.NPA.3	Remember fitness concepts to enhance quality of life.	1.NPA.3.1	Recognize the benefits of physical activity.
		1.NPA.3.2	Recall fitness and recreation activities that can be used during out of school hours.

Grade 2			
Essential Standard		**Clarifying Objectives**	
2.NPA.1	Understand MyPlate as a tool for selecting nutritious foods.	2.NPA.1.1	Recognize the interrelationship of parts of MyPlate.
		2.NPA.1.2	Plan meals that are chosen for energy and health.
		2.NPA.1.3	Classify activities in terms of their appropriateness for a healthy lifestyle.
2.NPA.2	Understand the importance of consuming a variety of nutrient dense foods and beverages in moderation.	2.NPA.2.1	Summarize motivations for eating food, including hunger vs. satiety.
		2.NPA.2.2	Explain the importance of a healthy breakfast and lunch.
2.NPA.3	Remember nutrition and fitness concepts to enhance quality of life.	2.NPA.3.1	Contrast a physically active and inactive lifestyle.
		2.NPA.3.2	Plan family physical activities that are fun and contribute to fitness.

Grade 3			
Essential Standard		**Clarifying Objectives**	
3.NPA.1	Apply tools (MyPlate, Food Facts Label) to plan healthy nutrition and fitness.	3.NPA.1.1	Use MyPlate to eat a nutritious breakfast each morning.
		3.NPA.1.2	Check the Food Facts Label to determine foods that are low in sugar and high in calcium.
		3.NPA.1.3	Plan activities for fitness and recreation during out of school hours.
3.NPA.2	Understand the importance of consuming a variety of nutrient dense foods and beverages in moderation.	3.NPA.2.1	Identify the sources of a variety of foods.
		3.NPA.2.2	Categorize beverages that are more nutrient dense.
		3.NPA.2.3	Recognize appropriate portion sizes of foods for most Americans.

Grade 4			
Essential Standard		**Clarifying Objectives**	
4.NPA.1	Apply tools (MyPlate, Food Facts Label) to plan healthy nutrition and fitness.	4.NPA.1.1	Plan meals using MyPlate.
		4.NPA.1.2	Carry out measures to prevent food borne illness, including hand washing and appropriate food storage and preparation.
		4.NPA.1.3	Use the Food Facts Label to plan meals and avoid food allergies.
4.NPA.2	Understand the importance of consuming a variety of nutrient dense foods and beverages in moderation.	4.NPA.2.1	Compare unhealthy and healthy eating patterns, including eating in moderation.
		4.NPA.2.2	Explain the effects of eating healthy and unhealthy breakfasts and lunches.
4.NPA.3	Understand the benefits of nutrition and fitness to disease prevention.	4.NPA.3.1	Explain how nutrition and fitness affect cardiovascular health.
		4.NPA.3.2	Summarize the association between caloric intake and expenditure to prevent obesity.

Grade 5			
Essential Standard		**Clarifying Objectives**	
5.NPA.1	Apply tools (MyPlate) to plan healthy nutrition and fitness.	5.NPA.1.1	Use MyPlate to make healthy choices of foods and beverages.
		5.NPA.1.2	Use recommendations in MyPlate to increase physical activity.
5.NPA.2	Understand the importance of consuming a variety of nutrient dense foods and beverages in moderation.	5.NPA.2.1	Summarize the influences of family, culture, and the media on food choices.
		5.NPA.2.2	Infer the benefits of limiting the consumption of foods and beverages high in fat and added sugar.
5.NPA.3	Understand the benefits of nutrition and fitness to disease prevention.	5.NPA.3.1	Contrast dieting and healthy weight management, including limiting high-fat and high-sugar foods.
		5.NPA.3.2	Explain the benefits of regular physical activity on physical, mental, emotional, and social health.
		5.NPA.3.3	Summarize normal weight gain and body changes during puberty.

Grade 6			
Essential Standard		**Clarifying Objectives**	
6.NPA.1	Analyze tools such as Dietary Guidelines and Food Facts Label as they relate to the planning of healthy nutrition and fitness.	6.NPA.1.1	Attribute the prevention of nutrition-related diseases to following the Dietary Guidelines for Americans.
		6.NPA.1.2	Evaluate Food Facts label with the advertisement of nutrition choices and allowable claims on food labels.
		6.NPA.1.3	Apply MyPlate meal-planning guides to ethnic and vegetarian choices.
6.NPA.2	Apply strategies to consume a variety of nutrient dense foods and beverages in moderation.	6.NPA.2.1	Compare weight management strategies for healthy eating patterns, including attention to portion and serving sizes.
		6.NPA.2.2	Differentiate the health effects of beverages which are nutrient dense with those high in sugar and calories.
		6.NPA.2.3	Implement a plan to consume adequate amounts of foods high in fiber.
6.NPA.3	Apply lifelong nutrition and health-related fitness concepts to enhance quality of life.	6.NPA.3.1	Explain the relationships between food consumption, physical activity, and healthy weight management.
		6.NPA.3.2	Implement a personal wellness plan in nutrition and fitness to enhance quality of life.

Grade 7			
Essential Standard		**Clarifying Objectives**	
7.NPA.1	Apply tools (MyPlate, Food Facts Label) to plan and employ healthy nutrition and fitness.	7.NPA.1.1	Use the Dietary Guidelines for Americans to eat nutrient dense foods in moderation.
		7.NPA.1.2	Analyze Food Facts Labels for nutrients such as proteins, fats, and carbohydrates.
7.NPA.2	Apply strategies to consume a variety of nutrient dense foods and beverages in moderation.	7.NPA.2.1	Compare weight management strategies for healthy eating patterns, including attention to portion and serving sizes.
		7.NPA.2.2	Recall the health benefits of consuming more water.
7.NPA.3	Analyze the relationship of nutrition, fitness, and healthy weight management to the prevention of diseases such as diabetes, obesity, cardiovascular diseases, and eating disorders.	7.NPA.3.1	Interpret the relationship between poor nutrition and chronic illnesses such as diabetes, cardiovascular diseases, and obesity.
		7.NPA.3.2	Attribute a positive body image to healthy self-esteem and the avoidance of risky eating behaviors.
7.NPA.4	Apply lifelong nutrition and health-related fitness concepts to enhance quality of life.	7.NPA.4.1	Design goals for increasing physical activity and strategies for achieving those goals.
		7.NPA.4.2	Implement a personal fitness plan that balances caloric intake and expenditure.

Grade 8			
Essential Standard		**Clarifying Objectives**	
8.NPA.1	Apply tools (Body Mass Index, Dietary Guidelines) to plan healthy nutrition and fitness.	8.NPA.1.1	Interpret the Body Mass Index in terms of body composition and healthy weight, underweight, overweight and obesity.
		8.NPA.1.2	Summarize the benefit of consuming adequate amounts of vitamins A, E, and C, magnesium, calcium, iron, fiber, folic acid, and water in a variety of foods.
		8.NPA.1.3	Implement meal plans that are consistent with the Dietary Guidelines.
8.NPA.2	Create strategies to consume a variety of nutrient dense foods and beverages in moderation.	8.NPA.2.1	Plan healthy personal eating strategies with attention to caloric intake and expenditure.
		8.NPA.2.2	Generate a healthful eating plan incorporating food choices inside and outside the home setting.
8.NPA.3	Analyze the relationship of nutrition, fitness, and healthy weight management to the prevention of diseases such as diabetes, obesity, cardiovascular diseases, and eating disorders.	8.NPA.3.1	Identify media and peer pressures that result in unhealthy weight control (eating disorders, fad dieting, excessive exercise, smoking).
		8.NPA.3.2	Differentiate the signs, symptoms, and consequences of common eating disorders from more healthy eating behaviors.
		8.NPA.3.3	Use strategies to advocate for those who are at risk for eating disorders or poor nutrition.
8.NPA.4	Analyze plans for lifelong nutrition and health-related fitness to enhance quality of life.	8.NPA.4.1	Outline strategies that can be used to overcome barriers to healthy eating.
		8.NPA.4.2	Differentiate methods of food preparation in terms of their health and safety.
		8.NPA.4.3	Summarize the benefits of regular physical activity.

High School			
Essential Standard		**Clarifying Objectives**	
9.NPA.1	Analyze strategies using tools (MyPlate, Dietary Guidelines, Food Facts Label) to plan healthy nutrition and fitness.	9.NPA.1.1	Attribute the prevention of chronic diseases to healthy nutrition and physical activity.
		9.NPA.1.2	Organize meal plans to meet special dietary needs for athletes, pregnant women, diabetics and those experiencing allergies.
		9.NPA.1.3	Recognize the benefits of folic acid and other vitamins and minerals.
9.NPA.2	Create strategies to consume a variety of nutrient dense foods and beverages in moderation.	9.NPA.2.1	Plan vegetarian diets that are balanced and nutrient dense.
		9.NPA.2.2	Recall the number of servings recommended from each food group and the need for balanced nutrition.
		9.NPA.2.3	Summarize the effects of hydration and dehydration and preventive measures for dehydration.
9.NPA.3	Analyze the relationship of nutrition, fitness, and healthy weight management to the prevention of diseases such as diabetes, obesity, cardiovascular diseases, and eating disorders.	9.NPA.3.1	Differentiate between healthy and unhealthy plans for weight gain, maintenance and loss.
		9.NPA.3.2	Classify the effects of eating disorders as short-term or long-term.
		9.NPA.3.3	Recall resources for seeking help for people with eating disorders.
9.NPA.4	Apply lifelong nutrition and health-related fitness concepts to enhance quality of life.	9.NPA.4.1	Execute exercise programs with safety and effectiveness.
		9.NPA.4.2	Use appropriate methods for avoiding and responding to climate-related physical conditions during physical activity.
		9.NPA.4.3	Implement a personal plan to improve current habits to achieve balanced nutrition and fitness.

APPENDIX D: SMARTER LUNCHROOM SELF ASSESSMENT

The Smarter Lunchroom Movement is brought to you by the Cornell Center for Behavioral Economics in Child Nutrition Program and is funded by the USDA ERS/FNS. You can learn more about this movement and enroll in a free course at: http://smarterlunchrooms.org/

The Smarter Lunchroom Self-Assessment will help you when you want to make changes but don't know where to start! Try starting with the score card located on the following pages and also downloadable at: http://smarterlunchrooms.org/resources

Registering on the site will also allow you to craft your own action plan.