

HOUSTON COUNTY SCHOOL SYSTEM WELLNESS POLICY

**Adopted May 9, 2006
Revised December 2009
Revised January 2012**

This wellness policy for the Houston County School System is to encourage the participation of students, staff and the community in developing healthy behaviors in our children. It provides for the continuing of education about nutritious food choices and supports a physically active lifestyle. Monitoring and evaluation will be central to the commitment to keeping schools focused on the wellbeing of the students. This policy includes plans for revision and maintenance as necessary.

Houston County School System Wellness Policy

I. Goals for Nutrition Education

- 1.** Nutrition education is a part of the entire school community with more opportunities offered to students and teachers to learn about making healthy choices for balanced meals.
- 2.** Nutrition education is offered in the school cafeteria with dining rooms being transformed into nutrition learning laboratories.
- 3.** Teachers are made aware of educational opportunities to assist them in incorporating nutrition education into the classroom curriculum.
- 4.** Nutrition education is offered in the classroom and is coordinated between teachers and foodservice staff.
- 5.** The Nutrition Education program meets State standards.
- 6.** Students in grades pre-K through 12 receive interactive nutrition education.
- 7.** Nutrition education teaches students the skills they need to adopt healthy eating behaviors.
- 8.** Nutrition education is integrated into scheduled physical education classes wherever possible.
- 9.** Nutrition education is integrated into the core curriculum, including math, science, and language arts.
- 10.** Staffs that provide nutrition education have appropriate training.
- 11.** School menus are followed and analyzed using USDA-approved software and will meet all USDA School Lunch Program Guidelines.
- 12.** Students are offered a variety of milk choices, including fat-free, low-fat, flavored and unflavored, on a daily basis.
- 13.** Students are offered a variety of meats/poultry, fresh fruits, vegetables, and whole grains on a daily basis.
- 14.** A registered dietitian is consulted as needed for special diets and Individualized Education Plans.
- 15.** Nutrition guidelines are established for a la carte, vending and other foods available on the school campus.
- 16.** All student-based activities are re-examined to determine if nutrition education or physical activity can be incorporated into a non-traditional health activity (i.e. field trips, jumping

jacks to multiplication tables in elementary math, identifying food groups as the day's menu is being reviewed, etc).

- 17.** More opportunities for learning scientific-based nutrition are offered to parents in order for them to put into practice the knowledge in their lives and their children's lives.

II. Goals for Physical Activity

1. Students are regularly assessed for attainment of physical education skills.
2. Encourage District to set a required time of physical education at the middle school level.
3. Qualified teachers are hired to teach physical education and supervise physical activities in the District.
4. Resources are readily available, for students and teachers, about physical education.
5. District policy for physical education is consistent with State policy or guidelines.
6. Students are provided many choices of physical activity, including cooperative and competitive games.
7. Students are provided with physical activity choices that take into account the gender and cultural differences among children.
8. District encourages physical activity outside of the school day.
9. District encourages teachers and other adults in the school setting to serve as role models for students.
10. Recreational facilities are safe, clean and accessible for all students.

III. Goals for other school-based activities to promote student wellness.

1. School dining areas have sufficient space for students to sit and consume meals.
2. School dining areas are clean, safe and pleasant environments that reflect the value of the social aspects of eating.
3. Enough serving areas are provided to ensure student access to school meals with a minimum of wait time.
4. Meal times are scheduled near the middle of the day.
5. Students are given adequate time to enjoy eating healthy meals with friends.
6. Food is not given nor withheld as reward or punishment and physical activity is not used as neither reward nor punishment.
7. The District has adopted nutrient standards for all foods sold on school campuses.
8. Only foods and beverages meeting District nutrient standards are sold in vending machines throughout the school campus.
9. We encourage fundraising efforts to be supportive of healthy eating.
10. All in-school advertising and marketing send positive healthy foods and physical activity messages.
11. On-going professional training and development is provided for foodservice staff and teachers in areas of nutrition and physical education.

IV. Goals for Nutrition Promotion

1. Nutrition promotion is integrated into educational materials and experiences within the schools.
2. Nutrition promotion is included in lesson plans where applicable.
3. Nutrition promotion is a component of cultural events on school campuses.
4. Nutrition promotion is evident in each school cafeteria in the form of educational materials and advertisement for healthy food choices and school lunch.
5. Nutrition education forms an important part of nutrition promotion.
6. School nutrition managers will achieve a minimum of 10 points in each education and promotion per quarter.
7. Nutrition promotional materials will be available to all school nutrition managers provided by the School Nutrition Program central office.
8. Monthly nutrition messages will be provided as a starting point for events and special food items and promotion within the school cafeterias.
9. School Nutrition managers will develop goals to increase participation in the School Breakfast Program and School Lunch Program on a yearly basis.

DEFINITIONS

The following definitions apply to the Houston County School Nutrition Program Policy:

- A. À La Carte:** Refers to individually priced food items provided by the school food service department. These items are not part of the reimbursable meal.
- B. Competitive Foods:** All foods and beverages sold or made available to students that are not sold by the School Nutrition Department and that compete with the school's operation of the National School Lunch Program, School Breakfast Program and/or After School Snack Program.
- C. FMNV:** Foods of Minimal Nutritional Value. Refers to the four categories of foods and beverages (soda water, water ices, chewing gum and certain candies) that are restricted by the U. S. Department of Agriculture under the child nutrition programs (See section V).
- D. School Day:** The school day begins at 12:01 a.m. and continues until the end of the last academic instructional period of the day.
- E. School Meals:** Meals provided under the National School Lunch Program, School Breakfast Program and After School Snack Program for which schools receive reimbursement in accordance with all applicable federal regulations, policies, instructions and guidelines.
- F. Snacks:** Defined as either competitive foods or a la carte (see definitions above). À la carte snacks are provided by the School Nutrition Program.
- G. Prepackaged Item:** Refers to any item that is sealed (closed or made secure against access, leakage, or passage by a fastening or coating) by manufacturing company before delivery to school, is considered non-hazardous according to federal/state health codes and does not require temperature readings.
- H. Elementary School:** An elementary school campus is defined as any campus containing a combination of grades Pre-K-5.
- I. Middle School:** A middle school campus is defined as a campus containing grades 6, 7 and 8.
- J. High School:** A high school campus is defined as any campus containing a combination of grades 9, 10, 11 and 12.

VIII. NUTRITION STANDARDS

The following specific nutrition standards pertain to all foods and beverages served or made available to students during the defined school day. This includes school meals, a la carte and classroom snacks.

1. Fats and Fried Foods:

- a. Schools and other vendors may not serve food items containing more than 25 grams of fat per serving size more than twice per week.
- b. Baked potato and vegetable products that are produced from raw vegetables and have not been pre-fried or deep fat-fried in any way may be served without restriction in accordance with menu guidelines.

A. Elementary Schools

Fried French fries and other fried vegetable products must not exceed 1/3 cup per serving and may not be offered more than once per week. Students may only purchase one serving of these items during the meal period.

B. Middle Schools

Fried French fries and other fried vegetable products must not exceed 1/2 cup per serving and may only be offered on one line and no more than twice per week. Students may only purchase one serving of these items during the meal period.

C. High Schools

Fried French fries and other fried vegetable products must not exceed 3/4 cup per serving and may only be offered on one line daily. Students may only purchase one serving of these items during the meal period. (Special Note: The serving amount was changed from 1/2 cup to 3/4 cup in order to meet nutrition requirements. The committee will discuss this change at the annual wellness policy meeting. 9/2009)

2. Competitive Foods and Snacks

A. Elementary Schools

An elementary school may serve or sell competitive foods between 12:01 a.m. and the first academic bell. Once the first class begins, snacks may not be sold until the end of the normal school day. The snacks provided or sold must not exceed the following maximum nutrition standards:

- a. No more than 200 total calories per serving
- b. No more than 35% of its calories from fat (excluding nuts, seeds, nut butters and reduced fat cheeses)
- c. No more than 10% of its calories from saturated fat
- d. Added sugar must not be listed as the first ingredient
- e. All foods must be a prepackaged item in single serving sizes.

B. Middle Schools

A middle school may serve or sell competitive foods before the first class begins. Once the first class begins, snacks may not be sold until the designated break-time. Once the break period is over, snacks may not be sold again until the end of the normal school day. Middle school students will not have access to vending snack machines at any time during the school day. All snacks must be sold in bulk. The snacks provided or sold must not exceed the following maximum nutrition standards:

- a. No more than 225 total calories per serving
- b. No more than 36% of its calories from fat (excluding nuts, seeds, nut butters and reduced fat cheeses)
- c. No more than 10% of its calories from saturated fat
- d. Added sugar must not be listed as the first ingredient
- e. All foods must be a prepackaged item in single serving sizes.

C. High Schools

A high school may serve or sell competitive foods. The snacks provided or sold must not exceed the following maximum nutrition standards:

- a. No more than 225 total calories per serving
- b. No more than 36% of its calories from fat (excluding nuts, seeds, nut butters and reduced fat cheeses)
- c. No more than 10% of its calories from saturated fat
- d. Added sugar must not be listed as the first ingredient
- e. All foods must be a prepackaged item in single serving sizes.

3. Beverages

A. Elementary Schools

- a. **Competitive Beverages:** An elementary school campus may not serve beverages except water or provide access to them through sales to students anywhere on school premises. Water will not exceed 0-2 calories per 8 oz serving. This does not pertain to beverages made available by the school food service department as part of a reimbursable meal. Vending machines should not be located in the school dining area.
- b. **School Food Service Beverages:** Schools must offer a variety of milk choices ranging from fat free to 1% at all points where milk is served. Only 100% fruit and/or vegetable juice will be served and will not exceed 8 oz.

B. Middle/High Schools

- a. **Competitive Beverages:** Middle/High school campuses may serve beverages or provide access to them through sales to students on school premises. Carbonated beverage vending machines should not be located in the school dining area or should be unplugged during meal time.

Beverages allowed include regular or flavored water (no serving size limit), 100% fruit and/or vegetable juice (not to exceed 12 ounces), unflavored or flavored reduced fat milk (not to exceed 16 ounces), zero calorie drinks (no serving size limit) and low calorie drinks (not to exceed 20 ounces). This does not pertain to beverages made available by the school food service department as part of a reimbursable meal.

The entire amount of the beverage which includes 100% fruit juice or reduced fat milk must not exceed the following maximum nutrition standards:

- No more than 160 calories per 8 ounces
- No more than 35% of its calories from fat
- Added sugar must not be listed as the first ingredient.

The entire amount of the beverage which includes low calorie drinks must not exceed the following maximum nutrition standards:

- No more than 60 calories per 8 ounces
- No more than 15% of its calories from fat
- Added sugar must not be listed as the first ingredient.

Beverages which are not allowed include soft drinks containing caloric sweeteners, fruit based drinks that contain less than 100% fruit and/or vegetable juice and any beverage which exceeds the maximum portion size as listed above.

- b. School Food Service Beverages:** Schools must offer a variety of milk choices ranging from fat free to 1% at all points where milk is served. Only 100% fruit and/or vegetable juice, diet lemonade, tea, water and low calorie sports drinks will be served.

As new products are introduced, schools/organizations are required to submit food/beverage nutrition labels to the School Nutrition Department for approval by the School Nutrition Dietitian. Schools should not begin selling any food/beverage item before receiving approval. A letter revealing approval results will be sent to the school. The dietitian will review schools yearly to determine compliance.

5. Fundraisers

To support children's health, schools will encourage fundraising activities which promote physical activity. Foods sold as fundraisers that are available for sale outside of the school day will support healthy eating by limiting foods high in added sugar and fat.

A. Elementary Schools

Food and beverage items may be offered as a fundraising activity during the school day once a year at the regularly scheduled school "Field Day". They may not be sold during meal time and the following standards must be applied:

- a.** All food must be a pre-packaged item and must be in single serving sizes

- b. Foods of Minimal Nutritional Value will not be available anytime during the school day
- c. Items will provide no more than 200 calories per serving
- d. Total fat will be no more than 35% of the total calories from fat (excluding nuts, seeds, nut butters and reduced fat cheeses)
- e. Saturated fat will be no more than 10% of the total calories
- f. Added sugar must not be listed as the first ingredient.

Foods sold as fundraisers that are available for sale outside of the school day will support healthy eating by limiting foods high in added sugar and fat.

B. Middle Schools

If food items must be offered as a fundraising activity during the school day, the following standards must be applied:

- a. All food must be a pre-packaged item and must be in single serving sizes
- b. Foods of Minimal Nutritional Value will not be available anytime during the school day
- c. Items will provide no more than 225 total calories per serving
- d. Total fat will be no more than 36% of the total calories from fat (excluding nuts, seeds, nut butters and reduced fat cheeses)
- e. Saturated fat will be no more than 10% of the total calories
- f. Added sugar must not be listed as the first ingredient.

Foods sold as fundraisers between 12:01 a.m. and the ringing of the first academic school bell must be limited to breakfast/protein biscuits and are exempt from the above fat and calorie standards. These biscuits may only be sold on Thursday and Friday morning. They must be handled in compliance with the hazardous foods regulations as set by the Department of Health and must be delivered in vendor supplied containers to ensure appropriate temperature levels. All potentially hazardous food products must be sold and consumed within a 2 hour time period which begins at the time of pick-up or delivery. All unsold food products must be discarded and thrown away after the 2 hour limit. Under no circumstances should students or staff consume any product after the 2 hour limit has passed.

Foods sold as fundraisers that are available for sale outside of the school day will support healthy eating by limiting foods high in added sugar and fat.

C. High Schools

If food items must be offered as a fundraising activity during the school day, the following standards must be applied:

- a. All food must be a pre-packaged item and must be in single serving sizes
- g. Foods of Minimal Nutritional Value will not be available anytime during the school day
- h. Items will provide no more than 225 total calories per serving
- i. Total fat will be no more than 36% of the total calories from fat (excluding nuts, seeds, nut butters and reduced fat cheeses)

- j. Saturated fat will be no more than 10% of the total calories
- k. Added sugar must not be listed as the first ingredient.

Foods sold as fundraisers between 12:01 a.m. and the ringing of the first academic school bell must be limited to breakfast/protein biscuits and are exempt from the above fat and calorie standards. They must be handled in compliance with the hazardous foods regulations as set by the Department of Health and must be delivered in vendor supplied containers to ensure appropriate temperature levels. All potentially hazardous food products must be sold and consumed within a 2 hour time period which begins at the time of pick-up or delivery. All unsold food products must be discarded and thrown away after the 2 hour limit. Under no circumstances should students or staff consume any product after the 2 hour limit has passed.

Foods sold as fundraisers that are available for sale outside of the school day will support healthy eating by limiting foods high in added sugar and fat.

6. Classroom Parties/ Celebrations/Rewards

We encourage schools to evaluate the foods being offered for celebrations and to promote healthy eating and nutritious foods. While foods that do not meet the nutritional standards mentioned above may be offered, schools should also provide foods which do meet the nutritional standards for healthy snacks. Classroom parties and celebrations do not need to occur during the regular scheduled mealtimes. Schools will not withhold food or beverages as a punishment. While using food as a reward is not suggested, we strongly encourage staff to limit any practice of distributing FMNV to students at any time during the school day.

7. Foods Brought from Home

- a. Parents will be encouraged to promote their child's participation in the school meals program. If their child does not participate in the school meals program, parents will be encouraged to provide or encourage the purchase of healthy alternatives.
- b. All nutrition standards will be explained to parents. They will continuously be provided with nutrition education through newsletters, wellness workshops, family nights, etc.
- c. Due to the school systems efforts in nutrition education, staff and parents are asked not to bring commercial foods into the school cafeteria.

8. Snacks

A. Elementary Schools

- a. To promote healthy eating habits during meals, snack times for students should not be scheduled within 2 hours prior to the students' lunch time.
- b. All snacks for school sponsored after school programs, must be provided by the School Nutrition Program and must follow the federal guidelines for reimbursable snacks. All snacks for other school sponsored remediation or tutoring programs

must meet either the federal guidelines for reimbursable snacks or the local guidelines for acceptable competitive foods.

9. Nutrition Composition of Foods

The nutritional composition of all foods and beverages served will be available to students, parents, and staff through posting on the School Nutrition website and various educational displays.

10. National School Breakfast/Lunch Participation

School nutrition managers are required to develop goals to increase breakfast and lunch participation each year. Promotions will be completed and nutrition education lessons will be taught in order to meet these goals.

All schools in Houston County will participate in the National School Breakfast Program. Maximum participation in the breakfast program will be encouraged through breakfast promotions and by providing a second breakfast period at the regularly scheduled break time at some schools.

11. Timing of Meals

Students will be given adequate time to consume meals; elementary students will have a minimum of 30 minutes to eat and secondary schools will have a minimum of 25 minutes to eat.

12. High School Curriculum-Based Coffee Shop

The following information should be used as guidelines for schools who sell coffee as part of an approved curriculum-based program:

The School Nutrition Program should be notified upon start of curriculum-based program and provided a contact person who will oversee the program. A dietitian will review all items to be sold and ensure that the items are consistent with the guidelines set forth in the Wellness Policy. The items listed below have already been approved to be sold to students. Any item that is not on the approved listing below must be approved by the dietitian before purchasing by school to sell to students. The contact person should send the dietitian a copy of the food label and ingredient statement with the brand/item name listed clearly for non-approved items. The dietitian will analyze the item based on the Wellness Policy guidelines and notify the contact person of the results. If approved, the item will then be added to the approved listing. Any item that is not approved may not be sold to students.

The following is a list of approved items which may be sold to students as part of a curriculum-based program:

- Light & Fit Smoothie – Strawberry Banana/Mixed Berry
 - Blended smoothie made with real fruit
 - Swiss Miss No Sugar Added Milk Chocolate

- Cappuccino – Member’s Mark Gourmet
 - Non-dairy Creamer
- DaVinci Gourmet, Sugar Free – All Flavors
 - Splenda Packets
- Tropicana Fruit Squeeze – All Flavors
 - 2 sugar packets per coffee beverage

IX. PHYSICAL ACTIVITY

Students in grades 4-12 will be assessed twice each school year using the Fitnessgram. Test results on students in grades 4 -12 will be kept on a database that will be sent to the Georgia Department of Education and a report card will be sent home for the parents to view. Students in grades K – 3 will be introduced to the concepts of the assessment test and practice them.

Curriculum

The Georgia Department of Education requires grades K-5 to receive 90 clock hours of P.E. and Health per year. The middle schools no longer have a required clock hour requirement for P.E. and Health. However, Houston County provides at least 12 weeks of P.E. and 6 weeks of Health for middle grade students. All Houston County elementary schools provide a regular program of structured physical education curriculum to students in grades K-5. The high schools offer a broad spectrum of physical education classes which are available to all students in grades 9-12. One semester of health/physical education is required for students in high school. Certified physical education specialists deliver the programs of instruction where students learn practices and are assessed based on curriculum developed specifically to address developmental levels. Teachers are required by board policy to test student physical fitness using Fitnessgram, the state mandated physical education assessment, for grades 4-12. Only height and weight are measured for K-3 students.

Physical activity outside the school day

Athletic facilities are open and accessible after school hours to students participating in county recreational programs (Little League Baseball, Soccer Association, etc). All middle and high schools offer a variety of sports programs after school hours. Many of the elementary schools offer after-school programs and activities for students (dance teams, jump-rope teams, etc).

Physical Activity as a reward/punishment

As curriculum is revised a statement will be included stressing the non-use of physical activity as a reward or punishment. Additionally, workshops have been and will continue to be delivered to all Houston County Physical Education instructors on the legal issues and liability in the area of Physical Education. A portion of these workshops include a segment that directly addresses the use of physical activity as a punishment.

X. OTHER SCHOOL-BASED ACTIVITIES

Student health problems

Each year parents will complete a medical health update form. The school health technicians and nurses are notified and receive a copy of the form. An individual health action plan is developed for each student when required and includes administration, teachers, counselors, SST educational team, behavioral specialist, after school program, lunchroom managers, bus drivers, and librarians. Upon receipt of individual action plan, further information/training is provided when needed. Dietary, health related procedures, and academic accommodations are made as needed. When a child's disabling condition restricts his/her diet, accommodations/modifications are provided based on the student's healthcare provider's recommendation. The students are placed on a medical alert list and monitored for academic progress.

Fostering a clean environment

Each school receives four health inspections during the school year. In-system reviews are also conducted twice during the school year to ensure schools are following proper safety and sanitation practices. We provide one custodian per 25,000 square feet. We have a certified school environmental safety person on staff. We meet state and federal guidelines for environmental issues. Environmental inspections are conducted quarterly using air-o-cell samples (to test air) and bulk tape samples (to determine type of mold). We also provide rodent and roach pest control on a rotating basis.

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)

Federal regulations prohibit the sale of certain foods, determined to be of minimal nutritional value, in the foodservice area during meal periods. The following is taken from Appendix B of 7 CFR Part 210 of the National School Lunch Program regulations which describes the foods of minimal nutritional value:

A. Restricted Foods

Foods and beverages that are restricted from sale to students are classified in the following four categories:

1. **Soda Water:** A carbonated beverage. No product shall be excluded from this definition because it contains artificial sweeteners or discrete nutrients added to the food such as vitamins, minerals and protein.
2. **Water Ices:** Any frozen, sweetened water and flavored ice with the exception of products that contain fruit or fruit juice.
3. **Chewing Gum:** Any flavored product from natural or synthetic gums and other ingredients which forms an insoluble mass for chewing.
4. **Certain Candies:** Processed foods made predominantly from sweeteners, such as sugar (sucrose) and corn syrup, with a variety of minor ingredients which characterize the following types:
 - a. **Hard Candy:** A product made predominantly from sugar (sucrose) and corn syrup which may be flavored and colored, is characterized by a hard, brittle texture, and includes such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.
 - b. **Jellies and Gums:** A mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
 - c. **Marshmallow Candies:** An aerated confection composed as sugar, corn syrup, invert sugar, 20 percent water and gelatin or egg white to which flavors and colors may be added.
 - d. **Fondant:** A product consisting of microscopic-sized sugar crystals which are separated by thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.
 - e. **Licorice:** A product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root.

- f. **Spun Candy:** A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
- g. **Candy Coated Popcorn:** Popcorn which is coated with a mixture made predominantly from sugar and corn syrup.

B. FMNV and Policy Exemptions

1. **Instructional Use of Food in Classroom:** Students may consume food prepared in class for instructional purposes; however, this should be on an occasional basis, and the food should not be sold or provided to other students or classes. Food provided for students as part of a class or school cultural heritage event for instructional or enrichment purposes would be exempt from this policy. We strongly encourage staff to limit the use of FMNV.

2. **Athletic, Band, Academic and other Competitions:**

The nutrition policy does not apply to students who leave campus to travel to athletic, band, academic or other competitions unless the students are provided with a meal by the school food service. The school day is considered to have ended for these students. School activities, functions and events that occur after the normal school day are not covered by the policy.

V. Established plan for measuring implementation of policy

1. Each principal will be the school-based wellness leader and liaison to the Committee whose responsibility is to monitor the School Board wellness policy within their school.
2. The School Nutrition Department will support, share guidance and assist principals in implementing and maintaining school board wellness policy.
3. New hires, including classroom teachers, physical education instructors and principals, will be informed of all wellness policy guidelines and enforcement procedures.
4. Base nutrient analysis will be performed by the School Nutrition Department on all competitive and à la carte foods.
5. As new products are introduced, schools/organizations will submit food/beverage nutrition labels to the School Nutrition Department for approval by the School Nutrition Dietitian. Schools will not begin selling any food/beverage item before receiving approval. A letter revealing approval results will be sent to the school.
6. The dietitian will review schools yearly using a standardized form to determine compliance. This report will be available for viewing at the School Nutrition Program Office.
7. The Wellness Committee will consist of the members who were involved in the development of the policy and will include representatives of physical education teachers, school health professionals, parents, students, school food authority, the school board, school administrators, and the general public.
8. The Wellness Committee will meet on a yearly basis to evaluate the effectiveness of the policy and make necessary changes. A description of the progress made toward accomplishing goals will be available to the public via the Houston County Board of Education website.
9. Any school found out of compliance with the Wellness Policy will be subject to a mid-year review to follow up and confirm compliance.
10. Any updates to the Wellness Policy content or changes in implementation will be made available to the public by posting the revised policy on the Houston County Board of Education Website, www.hcbe.net.