

## Procedures

### TO ACHIEVE THESE POLICY GOALS:

#### I. School Health Councils

The CPS and CCHS Superintendent's Community Advisory Council on Student Health (SCACSH) will work with designated school personnel to implement, monitor, review, and, as necessary, revise K-12 school health and physical education policies. SCACSH will serve as resources to school sites for implementing those policies.

#### II. Nutritional Quality of Foods and Beverages Sold and Served on Campus

##### School Meals

Meals served through the National School Lunch Programs will:

- \* be appealing and attractive to children;
- \* be served in clean and pleasant settings;
- \* meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- \* offer a variety of cut fresh fruits and vegetables;<sup>1</sup>
- \* offer more vegetarian options
- \* serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (yogurt)(to be defined by USDA); and
- \* ensure that half of the served grains are whole grain. With a goal of phasing out white bread over a period of time. <sup>2, 3</sup>
- \* will work with food distributors to reduced and eliminate trans fats from food
- \* will work with food distributors to reduce and eliminate high fructose corn syrup

Schools should engage students and parents, through taste-tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, schools should share information about the nutritional content of meals with parents and students.

**Breakfast.** To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- \* Schools will, *to the extent possible*, operate the School Breakfast Program
- \* Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.
- \* Schools will encourage parents to provide a healthy breakfast for their children through administrative newsletter articles, take-home materials, or other means.

**Free and Reduced-priced Meals.** Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.<sup>4</sup> Toward this end, schools may utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income; promote the availability of school meals to all students

### **Meal Times and Scheduling.** Schools:

- \* will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- \* should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.
- \* should schedule elementary students oldest (5<sup>th</sup>) to youngest (K)
- \* should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- \* consider scheduling lunch periods to follow recess periods (in elementary schools);
- \* will provide students access to hand washing or hand sanitizing before they eat meals or snacks (see allergy policy); and
- \* should take *reasonable steps to accommodate* the tooth-brushing regimens of students .
- \* take reasonable steps to have students at CMS/CCHS wash tables between lunches

**Qualifications of School Food Service Staff.** Qualified professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all professionals in schools. Staff development programs should include appropriate certification and/or training programs for food service manager and cafeteria employees, according to their levels of responsibility.<sup>5</sup>

**Sharing of Foods and Beverages.** Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets. (see allergy policy)...as well as health reason, spreading of contagious illnesses.

**Foods and Beverages Sold Individually (i.e., foods sold outside of reimbursable school meals, such as through vending machines (CMS/CCHS), cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)**

**Elementary Schools.** The school food service program will approve and provide all food and beverage sales to students in elementary schools during lunch periods. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables. Snacks and drinks will be sold individually, e.g. no 20-ounce bottles, no 2-serving packs of sweets or chips.

**Middle and High Schools.** In middle and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines will meet the following nutrition and portion size standards.

### **Beverages**

- \* Allowed: water or seltzer water, 6 without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored

low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA);

- \* Drinks with minimum nutritional value i.e.: soda, sports drinks, should not be allowed during the school day; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

## **Foods**

A food item sold individually:

- \* will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined; \*\* refer to allergy policy
- \* will have no more than 35% of its *weight* from added sugars;<sup>7</sup>
- \* will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, french fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.
- \* A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits, and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).<sup>8</sup>

## **Portion Sizes**

Limit portion sizes of foods and beverages sold individually to those listed below:

- \* One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;
- \* One ounce for cookies;
- \* Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;
- \* Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;
- \* Eight ounces for non-frozen yogurt;
- \* Twelve fluid ounces for beverages, excluding water; and
- \* The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.



**Fundraising Activities.** To support children's health and school nutrition-education efforts, school fundraising activities will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.

**Snacks.** Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

**Rewards.** Schools will use foods or beverages that meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

**Celebrations.** Schools should limit celebrations that involve food during the school day. The district will disseminate a list of healthy party ideas to parents and teachers. \*\*See allergy policy

**School-sponsored Events (such as, but not limited to, athletic events, dances, or performances).** Foods and beverages offered or sold at school-sponsored events outside the school day should strive to meet the nutrition standards for meals or for foods and beverages sold individually (above).

### **III. Nutrition and Physical Activity Promotion and Food Marketing**

#### **Nutrition Education and Promotion.**

School District aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- \* is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- \* is offered to K-12 parents
- \* is part of not only health education classes, but also integrated when possible into classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects
- \* includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing;
- \* promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- \* emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- \* links with school meal programs, other school foods;
- \* teaches media literacy with an emphasis on food marketing; and the health and behavioral consequences of eating trans fats, high fructose corn syrup, artificial sweeteners.<sup>9</sup>

- \* includes training for teachers and other staff.

**Integrating Physical Activity into the Classroom Setting.** For students to receive the nationally-recommended amount of daily physical activity (*i.e.*, at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- \* classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- \* classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

**Communications with Parents.** The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/school will, send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses as part of nutrition education curriculum in K-12 Health Education. Schools should encourage parents to pack healthy lunches and snacks and snacks that do not include soda, sports drinks and other beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The district/school will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.

The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, other take-home materials, or special events.

**Food Marketing in Schools.** School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above). School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.<sup>10</sup>

Marketing activities that promote healthy behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym memberships.

**Staff Wellness.** Concord Public and the Concord-Carlisle School District highly values the health and well-being of every staff member and will continue to plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The committee should develop, promote, and oversee a plan to promote staff health and wellness. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff.

#### **IV. Physical Activity Opportunities and Physical Education**

We believe that a quality physical education program is the cornerstone of an active lifestyle for all students. Our program is designed to provide the skills, knowledge and attitudes to foster lifelong habits of physical education, physical activity and healthy eating.

**Weekly Physical Education K-12.** The CPS and Concord-Carlisle School Districts will continue to support all students in grades K-12, by creating opportunities for students of all abilities to maximize their learning to be successful

A certified physical education teacher will teach all physical education.

As highly-qualified physical education teachers, we will:

- \*Establish a positive, safe learning environment for all students

- \*Teach a variety of skills and activities that make physical education class fun and enjoyable, by using the following standards established by NASPE

1. *Demonstrates competency in motor skills and movement patterns needed to perform a variety of physical activities*
2. *Demonstrates understanding of movement concepts, principles, strategies, and tactics as they apply to the learning and performance of physical activities*
3. *Participates regularly in physical activity*
4. *Achieves and maintains a health enhancing level of physical fitness*
5. *Exhibits responsible personal and social behavior that respects self and others in physical activity settings*
6. *Values physical activity for health, enjoyment, challenge, self expression, and/or social interaction*

Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement.

When designated as a fitness activity, students will be actively involved to maximize their learning time.



**Daily Recess.** All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Schools should discourage extended periods (*i.e.*, periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

**Physical Activity Opportunities Before and After School.** All elementary, middle, and high schools are encouraged to offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools, and middle schools as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school childcare and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

The school program is designed to provide the skills knowledge and attitudes that facilitate choosing physical activity after school, at home and in the community

**Physical Activity and Punishment.** Teachers and other school and community personnel will not use physical activity (*e.g.*, running laps, pushups) as punishment. The withholding of recess, as a punishment should be avoided.

**Safe Routes to School.** The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts. The school district will explore the availability of federal "safe routes to school" funds, administered by the state department of transportation, to finance such improvements.

**Use of School Facilities Outside of School Hours.** School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

## **V. Monitoring and Policy Review**

**Monitoring.** The Superintendent or K-12 Health Coordinator will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or K-12 Health Coordinator.

School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent (or if done at the school level, to the school principal).

The superintendent or designee will develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.

**Policy Review.** To help with the initial development of the district's wellness policies, each school in the district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies.<sup>11</sup> The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.

The K-12 Wellness committee as a subcommittee of the Superintendents Community Advisory Council on Student Health (SCACSH) will repeat assessments every five years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school district will review our nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district, and individual schools within the district, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.