



ADMINISTRATIVE PROCEDURE

WELLNESS, NUTRITION, AND PHYSICAL ACTIVITY

0116

Procedure No.

April 1, 2011

Date

- I. **PURPOSE:** To provide procedures to ensure that students receive consistent information and education regarding proper nutrition increased physical activity, and the benefits of healthy lifestyle choices throughout the school, classroom, and cafeteria.
- II. **POLICY:** Prince George's County Public Schools is committed to healthy schools and lifestyles, providing a total learning environment that enhances the development of lifelong healthy habits in wellness, nutrition, and regular physical activity. (Board Policy 0116)
- III. **DEFINITIONS:**
 - A. Comprehensive Health Education – A planned sequential curriculum that addresses the physical, emotional, and social dimensions of health; develops health knowledge, attitudes, and skills; and is tailored to the developmental level of children.
 - B. Coordinated School Health Program – A Coordinated School Health Program consists of eight interactive components. The components are Health Education, Physical Education, Health Services, Nutrition Services, Mental Health Services, Healthy School Environment, Health Promotion for Staff, and Family/Community Involvement.
 - C. Curriculum – The prescribed programs and courses which state what students should know and be able to do, how they will meet learning objectives, and how they will be assessed.
 - D. Foods of Minimal Nutritional Value (FMNV) – Specified foods identified by the secretary of the USDA: soda water (carbonated beverage); fruit drinks and water ices (with less than 10 percent fruit or fruit juices); chewing gum; jellies, marshmallow, licorice, spun candy, hard candies, and candy-coated popcorn.
 - E. Healthful and Safe Environment – A physically and psychologically safe school climate with a positive culture that is designed to promote the maximum health and safety of all students.
 - F. Nutrition Education – A component of the comprehensive school health education program which teaches knowledge and skills related to nutrition and physical activity.
 - G. Obesity – Body Mass Index (BMI) in excess of 30 percent acceptable body weight.



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- H. Physical Education – A planned sequential curriculum that teaches skills, knowledge, and attitudes which are needed to establish and lead a physically active life.
- I. Physical Activity – Any bodily movement produced by skeletal muscles those results in an expenditure of energy.
- J. School Health Council – A group of individuals who represent segments of the community and the eight components of the coordinated school health program model. The local school health council is mandated by Maryland law to provide advice and recommendations to the School Superintendent and County Health Officer in matters related to the health, safety, and wellness of students and staff.
- K. School Health Services – Services provided for students to appraise, protect, and promote health. These services include, but are not limited to, prevention and control of communicable disease; provision of emergency care for illness and injury; administration of medication; and the evaluation of the school facility/environment for safe and sanitary conditions. Health services are provided by professional nurses.
- L. Recess – Regularly scheduled periods within the school day for physical activity and play.
- M. USDA - United States Department of Agriculture.
- N. Wellness – An intentional choice of lifestyle characterized by personal responsibility, balance, and maximum personal enhancement which leads to the goal of attaining the state of physical, mental, social, intellectual, and spiritual well-being. It is a process of being aware of and altering unhealthy behaviors to those which will bring about a more healthful existence. Wellness is not just the absence of disease.
- IV. **BACKGROUND:** To help combat childhood obesity, Congress passed a law requiring each Local Education Agency (LEA) participating in USDA's School Meal's Programs to establish a local wellness policy. In response, the Board of Education of Prince George's County approved Policy No. 0116, Wellness, Nutrition, and Physical Activity. The Board of Education directs the Superintendent and appointed designees to ensure students receive consistent information and education regarding proper nutrition, increased physical activity, and the benefits of healthy lifestyle choices throughout the school, classroom, and cafeteria. The Board of Education



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will ensure the Board Policy and Administrative Procedure are widely distributed and that an annual mechanism for evaluation is in place. Overweight children and the growing risk of obesity are serious concerns. Time allocated nationwide for physical education has been reduced. This has contributed to a significant decrease in the physical fitness and an increase in overweight and obesity in our youth. It also has contributed to an increase in Type 2 Diabetes in school age youth, a disease that previously was found primarily in older adults. The USDA believes that schools should take a leadership role in helping students learn to make healthy lifestyle choices.

V. **PROCEDURES:**

A. Physical Activity

1. The Director of Curriculum and Instruction, in conjunction with Area Assistant Superintendents, will ensure that a comprehensive, sequential physical education program will be taught at each school, and that the time allotted for physical education is consistent with current research, and national and state standards. -
2. The Director of the Department of Curriculum and Instruction, in conjunction with the Area Assistant Superintendents shall ensure physical activity is integrated across curricula and throughout the school day, and that teachers are trained to accomplish this goal.
3. The Supervisor of Teacher staffing and Certification of Human Resources, in conjunction with the Supervisors of Physical Education and Adapted Physical education, will ensure that physical education and adapted physical education teachers are highly qualified.
4. Principals shall ensure physical education classes are taught in a separate space, preferably a gymnasium.
5. The Area Assistant Superintendents in conjunction with each elementary principal will ensure that all elementary children will have multiple opportunities daily for physical activity lasting 15 minutes or more, in addition to a daily recess period, preferably before lunch.



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6. Principals shall ensure that physical activity facilities on school grounds are safe and that the school provides a physical and social environment that encourages safe and enjoyable activity for all students, including offering opportunities for non competitive physical activity.
 7. The Supervisors of Physical Education and Health Education shall collaborate in providing a bank of physical activity resources for sharing information with families and community to positively impact health.
- B. Nutrition Education
1. The Director of the Department of Curriculum and Instruction, in conjunction with Area Assistant Superintendents shall ensure that Comprehensive Health Education, with its mandatory nutrition education component, will be taught PreK-8 and as part of the Health Education requirement for graduation.
 2. The Director of the Department of Curriculum and Instruction, in conjunction with the Area Assistant Superintendents shall ensure that nutrition education will be integrated across curricula and throughout the school day.
 3. To ensure the effective delivery of an accurate nutrition education program, the Chief Academic Officer will ensure that the school-based staff responsible for nutrition education are highly qualified and given the opportunity to participate regularly in professional development activities.
 4. The Director of Food and Nutrition Services shall provide guidelines to ensure that the school cafeteria serves as an opportunity for nutrition education.
 5. The Food and Nutrition Services Dietitian and the Supervisors of Health Services, Health Education, and Family and Consumer Science shall collaborate in providing a bank of nutrition education resources for sharing information with families and community that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families that will positively impact health.



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- 6 Principals will allocate adequate time for students to participate in the school breakfast program and shall encourage all students to start each day with a healthy meal.

C. Nutrition Standards

1. Principals will ensure the eating environment will be pleasant and conducive to appropriate food consumption and socialization.
2. Principals will ensure that students have a minimum of 30 minutes for lunch with at least 20 minutes to consume meals.
3. The Director of Food and Nutrition Services will ensure that meals will contain less than 30 percent calories from total fat, as a weekly average.
4. The Director of Food and Nutrition Services will ensure that meals will contain 10 percent or less, calories from saturated fat, as a weekly average.
5. The Director of Food and Nutrition Services will ensure that breakfast will provide at least one-fourth of the daily Recommended Dietary Allowances (RDA) and lunch will provide one-third of the RDA for protein, iron, calcium, and vitamins A and C.
6. The Director of Food and Nutrition Services will ensure that meals will meet State and Federal Guidelines and commonly with the dietary guidelines for Americans.
7. The Director of Food and Nutrition Services and staff are responsible for deciding what foods to serve and how they are prepared in Prince Georges County Public Schools, ensuring high quality.
8. The Director of Food and Nutrition Services in conjunction with the Alliance for a Healthier Generation's Healthy School Program will provide necessary adjustments to menus so that schools can meet recognition criteria.

Nutrition standards will be met for specific age/grade groupings when averaged over a school week. A school week is defined as a minimum of three consecutive days and a maximum of seven consecutive days.



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- D. Guidelines for Food and Beverages Sold in Vending Machines, Snack Bars, School Stores, and Concession Stands on School Campuses
1. Food sales by school-related groups and the use of vending machines are in compliance with state and federal law and do not impair student participation in the county's food and nutrition services program.
 2. School vending machines will be on a timer and turned off from 12:01 a.m. until the end of the last lunch period.
 3. School vending machines, snack bars, stores, and concession stands meet the same standards as the standards for school meals in the previous section of this administrative procedure.
 4. Schools will ensure a Certified Food Handler is in attendance at all functions where potentially hazardous foods are sold.
 5. Principals will be responsible to monitor, control, and educate school groups on the merits of offering food and beverages that are predominately sound nutritional choices.
- E. Guidelines for Food and Beverages Sold as Part of School-Sponsored Fundraising Activities
1. Fundraisers of foods will meet the Alliance for a Healthier Generation's Healthy School Program guidelines.
 2. All foods served in Prince George's County Public Schools by entities other than Food and Nutrition Services are of high quality and meet all applicable safety, sanitation, and health laws and regulations.
 3. Food from licensed commercial vendors and sources is sold.
 4. Food will not be sold until after the end of the last lunch period.
 5. Emphasis and promotion of fundraisers that have a physical activity component is strongly encouraged.
 6. Principals and their site-based school wellness councils/teams will monitor fundraisers to ensure compliance with the Wellness,



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Nutrition, and Physical Activity procedure and the Alliance for a Healthier Generation's Healthy School Program.

- F. Guidelines for Food and Beverages Served at Parties, Celebrations, and Meetings
1. To reduce the risk of food borne illness and allergic reactions, food served in schools must be from licensed commercial vendors and sources.
 2. Use of pre- packaged foods that meet policy standards will be allowed such as celery or carrot sticks, raisins and packaged sliced fruit.
- G. Other School-Based Activities
1. The Office of Employee Wellness will provide information on opportunities for staff to engage in physical fitness and wellness activities.
 2. The Director of School Leadership will ensure comprehensive annual training of principals in all curricular areas addressed by this administrative procedure, preferably during the annual summer retreat.
 3. Principals will ensure that school-based activities are consistent with Prince George's County Wellness, Nutrition, and Physical Activity Policy and Administrative Procedure including school events, field trips, dances, and assemblies.
 4. Use of food as a reward or as a punishment is prohibited.
 5. Use of Physical Education, Physical Activity, and/or Recess as a reward or punishment is prohibited.
 6. The Office of Health Services will Support the health of all students by providing health screenings and hosting health clinics.
 7. The staff in the Office of Employee Wellness will support the health of staff by providing health screening and clinics.
 8. Principals will ensure opportunities for parents, teachers, administrators, students, and community partners to plan, implement, and improve health education, physical activity, and



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wellness in their schools.

9. The School Health Council and Food and Nutrition Services will work with the Office of Communications to promote the Wellness, Nutrition, and Physical Activity Policy to district staff, students, parents, and the public.

H. Evaluation

1. The Superintendent or Deputy Superintendent will provide management and oversight of the implementation of the Wellness Policy and the Healthy Schools Program with support from the Wellness Work Group of the Prince George's County Health Council. The Office of Research and Evaluation in conjunction with the Wellness Work group and the Deputy Superintendent will design an evaluation model to monitor the implementation and effectiveness of the Board Policy and Administrative Procedure.
2. The Superintendent or Deputy Superintendent in conjunction with the Wellness Work Group will implement the evaluation model and review annually.
3. The Superintendent or Deputy Superintendent will provide an annual report on the progress of the implementation of this policy and procedure to be presented to the Board on an annual basis
4. The school system will partner with community organizations and governmental agencies serving children to support programming that enhances student and family wellness.

VI. **RELATED PROCEDURES AND REGULATIONS:** Administrative Procedure 3542.44; Administrative Procedure 6130, Guidelines for Elementary Playground and Indoor Recess Supervision Grades Pre-K – 5; The Access and Sale of Competitive Foods and Foods of Minimal Nutritional Value in Schools Outside of the Department of Food and Nutrition Services Program; Bulletin B-13-01, Disciplinary Action and Food Rewards at Meal Times; Public Law 108-265, Section 204, June 30, 2004; and Child Nutrition and Women and Infant Care (WIC) Reauthorization Act of 2004.

VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of the Superintendent, and will be reviewed annually and updated as needed.



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- VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 0116, dated August 21, 2006.
- IX. **EFFECTIVE DATE:** April 1, 2011.

Approved by:
William R. Hite
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11