



ADMINISTRATIVE PROCEDURE

WELLNESS, NUTRITION, AND PHYSICAL ACTIVITY

0116

Procedure No.

August 21, 2006

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.



ADMINISTRATIVE PROCEDURE

WELLNESS, NUTRITION, AND PHYSICAL ACTIVITY

0116

Procedure No.

August 21, 2006

Date

- 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 that 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 CEO 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 will ensure the Board Policy and Administrative Procedure are widely distributed and that an annual mechanism for evaluation is in place.



ADMINISTRATIVE PROCEDURE

WELLNESS, NUTRITION, AND PHYSICAL ACTIVITY

0116

Procedure No.

August 21, 2006

Date

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. Nutrition Education

1. The Director of the Department of Curriculum and Instruction, in conjunction with Regional 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 Regional Assistant Superintendents, shall ensure that nutrition education will be integrated across curricula and throughout the school day.
3. The Supervisor of Health Education will ensure that the nutrition education component of the Health Education program will stress a common theme of “a wide variety of foods in moderation” coupled with “regular physical activity”.
4. 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.
5. The Director of Nutrition Services shall provide guidelines to ensure that the school cafeteria serves as a “learning laboratory” to allow students to apply critical thinking skills taught in the classroom.
6. 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



ADMINISTRATIVE PROCEDURE

WELLNESS, NUTRITION, AND PHYSICAL ACTIVITY

0116

Procedure No.

August 21, 2006

Date

resources for sharing information with families and community to positively impact health.

7. The Food and Nutrition Services Dietitian and the Supervisors of Health Services, Health Education, and Family and Consumer Science shall ensure that the Prince George's County Public Schools web site will provide current information and resources to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.
8. Principals will ensure adequate time for students to participate in the school breakfast program and shall encourage all students to start each day with a healthy meal.

B. Physical Activity

1. The Director of Curriculum and Instruction, in conjunction with Regional 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 Supervisor of Physical Education shall develop and implement a curriculum aligned with the MSDE Voluntary State Curriculum in Physical Education where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
3. The Director of the Department of Curriculum and Instruction, in conjunction with the Regional Assistant Superintendents, shall ensure physical activity is integrated across curricula and throughout the school day, and that teachers are trained to accomplish this goal.
4. The Director of Human Resources, in conjunction with the Supervisors of Physical Education and Motor Development, will ensure that physical education and motor development teachers are highly qualified.
5. Principals shall ensure physical education classes are taught in a separate space when available, preferably a gymnasium.



ADMINISTRATIVE PROCEDURE

WELLNESS, NUTRITION, AND PHYSICAL ACTIVITY

0116

Procedure No.

August 21, 2006

Date

6. The Regional 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, including a daily recess period, preferably before lunch, to the extent possible within the current contractual agreement.
 7. 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 those who are not athletically gifted.
 8. 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.
- C. Nutrition Standards
1. Principals will ensure that all schools participate in the National School Lunch and Breakfast Program.
 2. Principals will ensure the eating environment will be pleasant and conducive to appropriate food consumption and socialization.
 3. Principals will ensure ample time will be allocated for meals.
 4. 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.
 5. 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.
 6. 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.
 7. The Director of Food and Nutrition Services will ensure that meals will comply with the Dietary Guidelines for Americans for children over the age of two.



ADMINISTRATIVE PROCEDURE

WELLNESS, NUTRITION, AND PHYSICAL ACTIVITY

0116

Procedure No.

August 21, 2006

Date

8. The Director of Food and Nutrition Services will ensure that meals will include appropriate levels of sodium, cholesterol, and dietary fiber, set and revised in accordance with state and federal guidelines.
9. The Director of Food and Nutrition Services will ensure that meals will meet federal nutrition requirements.
10. Decisions about what specific foods to serve and how they are prepared are made by the Prince George's County Public Schools, Department of Food and Nutrition Services.
11. The Director of Food and Nutrition Services will ensure that all foods served by Prince George's County Public Schools, Department of Food and Nutrition Services, are high quality.

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.

Average Weekly Nutrient and Calorie Levels for School Lunch

Nutrient	Preschool	Grades K-6	Grades 7-12	Percentages
Energy Allowances (calories) c	517c	664c	825c	
Total fat (grams) g	17g	22g	28g	30% or Less
Total saturated fat (grams) g	6g	7g	9g	10% or Less
Protein (grams) g	7g	10g	16g	
Calcium (milligrams) mg	267mg	286mg	400mg	
Iron (milligrams) mg	3.3mg	3.5mg	4.5mg	
Vitamin A (retinol equivalent) re	150re	224re	300re	
Vitamin C (milligrams) mg	14mg	15mg	18mg	



ADMINISTRATIVE PROCEDURE

WELLNESS, NUTRITION, AND PHYSICAL ACTIVITY

0116

Procedure No.

August 21, 2006

Date

Average Weekly Nutrient and Calorie Levels for School Breakfast

Nutrient	Preschool	Grades K-12
Energy Allowances (calories) c	388c	554c
Total fat (grams) g	13g	18g
Total saturated fat (grams) g	4g	6g
Protein (grams) g	5g	10g
Calcium (milligrams) mg	200mg	257mg
Iron (milligrams) mg	2.5mg	3.0mg
Vitamin A (retinol equivalents) re	113re	197re
Vitamin C (milligrams) mg	11mg	13mg

- 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 will follow an eighty-twenty rule for products, which stipulates that eighty percent of all products offered 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.



ADMINISTRATIVE PROCEDURE

WELLNESS, NUTRITION, AND PHYSICAL ACTIVITY

0116

Procedure No.

August 21, 2006

Date

- E. Guidelines for Food and Beverages Sold as Part of School-Sponsored Fundraising Activities
1. Fundraisers of foods, in particular those of low nutrient value, high fat content, or high sugar content should be discouraged and other options explored.
 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. School vending machines, snack bars, stores, and concession stands will follow an eighty-twenty rule for products, which stipulates that eighty percent of all products offered meet the same standards as the standards for school meals in the previous section of this administrative procedure.
 6. Emphasis and promotion of fundraisers that have a physical activity component is strongly encouraged.
 7. Principals will monitor fundraisers to ensure compliance with the Wellness, Nutrition, and Physical Activity Policy.
- 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-wrapped foods that do not require refrigeration is strongly encouraged.
- G. Other School-Based Activities
1. The Director of Staff Development, in collaboration with the Director of Curriculum and Instruction, will incorporate physical fitness and wellness activities into professional development.



ADMINISTRATIVE PROCEDURE

WELLNESS, NUTRITION, AND PHYSICAL ACTIVITY

0116

Procedure No.

August 21, 2006

Date

2. The Director of Staff Development, in collaboration with the Director of Curriculum and Instruction, will ensure adequate training of principals in all curricular areas addressed by this administrative procedure
3. Principals will ensure that school-based activities are consistent with local wellness policies and procedures including school events, field trips, dances, and assemblies.
4. Use of food as a reward is strongly discouraged and withholding of food as a punishment is prohibited.
5. Support for the health of all students is demonstrated by hosting health clinics and health screenings.
6. Principals will ensure opportunities for parents, teachers, administrators, students, and community partners to plan, implement, and improve health education, physical activity, and wellness in their schools.
7. The School Health Council and Food and Nutrition Services will work with the Office of Communications to promote the Wellness, Nutrition, and Physical Fitness Policy to district staff, students, parents, and the public beginning 2006-2007 school year and continuing from that time on.
8. The CEO shall conduct a study by the beginning of fiscal year 2008 to consider increasing the number of credits in health education and physical education required for high school graduation.

H. Evaluation

1. The CEO will identify a position for management and oversight of the implementation of the Wellness Policy and the Coordinated School Health Program. The program manager in conjunction with the Office of Research and Evaluation will design an evaluation model to monitor the implementation and effectiveness of the Board Policy and Administrative Procedure. The tool will become a part of this section of the Administrative Procedure at the beginning of the 2006 school year.
2. The Office of Accountability, in conjunction with the program manager, will implement the evaluation model and review annually.



ADMINISTRATIVE PROCEDURE

WELLNESS, NUTRITION, AND PHYSICAL ACTIVITY

0116

Procedure No.

August 21, 2006

Date

3. 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, 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:** This Administrative Procedure originates with the Chief Executive Officer and will be reviewed annually and updated as needed.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- IX. **EFFECTIVE DATE:** August 21, 2006.

Approved by:
John E. Deasy
Chief Executive Officer

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