

## **LOCAL WELLNESS POLICY**

### Policy Statement:

The Portland Public Schools District is committed to developing students' skills and behaviors that promote lifelong wellness. The School Board recognizes that a student's readiness to learn is related to his/her physical and psychological well-being. The District is committed to creating healthy school environments that allow students to take full advantage of the educational programs offered at Portland Public Schools.

### Nutrition Guidelines:

All food offered or sold on school grounds or off school grounds by a school-approved organization or program shall meet the requirements and nutrition standards of all applicable federal and state regulations and the District's Nutrition Standards for Foods and Beverages Policy at all times.

Food or beverages shall not be used as a reward or incentive for students' behavior or performance. The use of non-food items at classroom parties, school celebrations, and as fundraisers is encouraged.

To the extent possible, school meals shall include adequate time for eating (after sitting down, at least 10 minutes for breakfast and at least 20 minutes for lunch), should be scheduled at appropriate times (i.e. lunch between 11:00 a.m. and 1:00 p.m.), will include access to free drinking water, will provide student access to hand washing and/or sanitizing, and in elementary schools lunch will be scheduled following a recess period.

### Nutrition Education

All students, K - high school, shall receive comprehensive health education, including nutrition education, that is aligned with applicable state and federal standards and as outlined in the District's Health Education Policy (IHAM).

### Physical Education and Physical Activity Opportunities

All students, K - high school shall receive physical education that is aligned with applicable state and federal standards and as outlined in the District's Curriculum Policy (IGA).

All students, K-12, shall have the opportunity to participate regularly in either organized or unstructured physical activity. Strategies that incorporate physical movement in the classroom and into routine daily activities are encouraged.

All students, K – 5, shall have the opportunity for a minimum of 30 minutes of daily physical activity, which may include recess, classroom activities, and/or physical education. Whenever possible, the daily recess period shall be scheduled before lunch. Schools shall have proper equipment and a safe area designated for supervised recess. Students shall not be denied physical activity periods, including recess and physical education, for remediation and/or enrichment in other content areas.

Schools are encouraged to use physical activity as rewards or incentives for students' behavior or performance and as alternatives to food celebrations. Physical activity shall not be used or withheld as punishment or discipline as outlined in the Student Discipline Policy (JK).

#### Other School-Based Activities Designed to Promote Wellness

PPS highly values the health and well-being of every staff member and will support personal efforts by staff to maintain a healthy lifestyle. Schools are encouraged to implement wellness related programs and activities that are consistent with the Local Wellness Policy, conducive to students' development of healthy eating and physical activity habits, and promote students' readiness and ability to be successful learners. School Wellness Teams, consisting of school staff, students, families, and community members are the recommended model in which to develop and implement wellness related programming.

#### Implementation and Monitoring of Local Wellness Policy:

The Superintendent/Designee shall be responsible for the implementation of the Local Wellness Policy, for monitoring efforts to ensure that the intent of the local Wellness Policy is adhered to, and for reporting to the School Board and community. The Superintendent/designee shall report annually to the school board on the implementation of the local wellness policy including:

1. Compliance of local schools with the local wellness policy
2. How well the local wellness policy compares to model local wellness policies, and
3. A description of the progress made in attaining the goals of the local wellness policy.

Each building shall have a designated School Wellness Team that will be responsible for implementing and monitoring wellness-related policies and sending representation to the district's School Health Leadership Team. The School Health Leadership Team shall be responsible for supporting and advocating for wellness-related policy implementation and monitoring between the District and individual schools. The District shall have a School Health Advisory Council that will be responsible for communicating and coordinating wellness-related policy implementation and monitoring with parents, students, and the community. The District shall have a Coordinated School Health Programs Steering Committee that will be responsible for working with the School Health Leadership Team and School Health Advisory Council to implement and monitor wellness-related policies, support the Superintendent/Designee in any required local, state, and federal wellness-related policy reporting; and determining the annual Coordinated School Health Programs work plan.

Any person who observes practices inconsistent with the Local Wellness Policy should contact the school principal. If inconsistencies are not adequately addressed, any person may contact the District School Health Coordinator and/or District Food Services Director. If inconsistencies are still not adequately addressed, any person may contact the Superintendent or designee for resolution.

The Local Wellness Policy will be reviewed and revised in accordance with the District's Policy Review and Revision policy (NEPN/NSBA: BGC). The superintendent/designee shall permit the public to participate in the periodic review and update of the local wellness policy. The public will be informed about the content and implementation of the Local Wellness Policy when the policy is

updated. The District's Coordinated School Health Steering Committee will be responsible for coordinating input from the School Health Leadership Team and the School Health Advisory Council to the School Board regarding policy revision.

Legal reference: 42 U.S.C. § 1751

Cross References:   EFE   -   Competitive Foods  
                          IHAM -   Health Education Policy  
                          IGA  -   Curriculum Policy  
                          JK    -   Student Discipline  
                          Nutrition Standards for Foods and Beverages

Adopted:       October 18, 2006

Revised:       January 24, 2012

## **LOCAL WELLNESS POLICY - ADMINISTRATIVE PROCEDURES**

### Procedures for Implementation and Monitoring:

#### **Coordinated School Health Programs Steering Committee (CSHPSC)**

1. The Superintendent/Designee shall appoint members at the start of each school year.
2. Membership will include at least one representative of each of the eight components of the Coordinated School Health Programs.
3. The School Board shall appoint one of its members annually.
4. The CSHPSC shall meet at least four times per year.
5. The School Health Coordinator or other Superintendent Designee shall facilitate the CSHPSC.
6. Responsibilities include:
  - a. Coordinate and support implementation of the Coordinated School Health Programs.
  - b. Support the School Health Leadership Team, School Health Advisory Council, and school designated Wellness Teams in wellness-related policy implementation and monitoring.
  - c. Support the Superintendent/Designee in required local, state, and federal reporting of wellness-related policies implementation.
  - d. Provide feedback, direction, and support to District wellness-related initiatives.
  - e. Provide input and direction in development of annual Coordinated School Health Programs work plan.

#### **School Wellness Team**

1. Each school Principal shall designate a committee as the School Wellness Team. This committee may be:
  - a. An existing Wellness Team,
  - b. A newly created Wellness Team, OR
  - c. Another existing committee that will be designated for Wellness initiatives as well.
2. Membership of the designated Wellness Team should include representation of teachers, administrators, other staff, and students within the school. The Team may also include parent and other community representatives at the discretion of the Principal.
3. The School Health Coordinator, or other Superintendent Designee, will communicate with Principals at the beginning of each school year to identify the designated Wellness Teams and contact information.
4. The designated School Wellness Team will meet regularly throughout the school year.
5. Each School Wellness Team will send at least one representative to the School Health Leadership Team meetings.
6. Responsibilities include:
  - a. Implementation and monitoring of Wellness-Related policies within the school building
  - b. Communicate with the School Health Leadership Team wellness-related policy opportunities and challenges.
  - c. Serve as the primary contact within the school for wellness related opportunities and information
  - d. Support coordination of wellness initiatives within the school.

#### School Health Leadership Team (SHLT)

1. Each School Wellness Team shall send at least one representative to participate on the SHLT.
2. The SHLT shall meet at least two times during the school year.
3. The School Health Coordinator or other Superintendent Designee shall facilitate the SHLT.
4. Responsibilities include:
  - a. Communicating with school wellness teams wellness-related policy opportunities and challenges.
  - b. Serve as the primary contact for schools to access support and resources for wellness initiatives.
  - c. Provide support and networking with other school wellness teams.
  - d. Support coordination of wellness initiatives throughout the district.
  - e. Communicate wellness policy implementation successes and challenges with the CSHPSC.
  - f. Provide feedback, direction, and support for District wellness-related initiatives through the CSHPSC.

#### School Health Advisory Council (SHAC)

- The Superintendent/Designee shall appoint members at the start of each school year.
- Membership shall include at least one community representative of each of the eight components of the Coordinated School Health Programs.
- Membership shall include at least one parent representative from each school.
- Membership shall include at least one high school and one middle school student representative.
- The SHAC shall meet at least two times per year.
- The School Health Coordinator or other Superintendent Designee shall facilitate the SHAC.
- Responsibilities include:
  - Serve as the primary contact for students, parents, and community members to access support and resources for wellness initiatives and express wellness-related concerns.
  - Support and coordinate wellness initiatives throughout the district.
  - Communicate wellness policy implementation successes and challenges with the CSHPSC.
  - Provide feedback, direction, and support for District wellness-related initiatives through the CSHPSC.

#### Communication of Wellness Related Policy

- All wellness-related policies will be published in the District's Policy Handbook, posted on the District's Policy Website, and on the District's Wellness web pages.
- The School Health Coordinator, or other Superintendent Designee, will provide SHLT representatives with supporting materials to communicate policy information with students, staff, and parents.
- Schools will communicate with parents, staff, and students regarding the wellness-related policy at least once per year. Such communication may include parent newsletters, student handbooks, back-to-school packets, school web pages, email, and/or any other means at the discretion of the Principal.

- The School Health Coordinator, or other Superintendent Designee, will coordinate timely community and press communication of policy implementation and monitoring with the CSHPSC, SHLT, SHAC, and District Administration as appropriate.

Definitions:

Wellness-Related Policies include, but are not limited to, Local Wellness Policy (JL), Competitive Foods Policy (EFE), Walking and Biking Policy, Nutrition Standards for Foods and Beverages Policy,

Wellness-Related Initiatives - include, but are not limited to, the District's Food Service Program, Safe Routes to School, Health and Physical Education curriculum, Local Foods, Maine Harvest Lunch, etc.

### **Competitive Food Sales - Sales of Foods in Competition With The School Food Service Program**

The Portland Public Schools supports good nutrition as part of a school environment that contributes to student health and encourages positive food choices and eating habits. The Portland School Committee believes that nutrition influences a student's ability to take full advantage of the school system's educational program and is, therefore, related to student achievement.

The School Committee also recognizes that proceeds from the sale of foods and beverages outside of the School Lunch Program are a significant source of funds for student activities that Portland Public Schools might not otherwise be able to provide.

The School Committee adopted this policy to govern the sale of foods and beverages on school property.

### **Restriction on Sale of Competitive Foods**

Maine Department of Education Rule Chapter 51 mandates that any food or beverage sold at any time on school property of a school participating in the National School Lunch or Breakfast Programs shall be a planned part of the total food service program of the school and shall include only those items which contribute both to the nutritional needs of children and the development of desirable food habits, and shall not include foods of minimal nutritional value as defined in applicable federal regulations, except as provided for by School Committee policy in certain circumstances.

As allowed by Rule Chapter 51, the Portland School Committee permits the sale of food and beverages outside the total food program:

- To school staff.
- To attendees at school-sponsored community events held on school property and must be open to the public.
- To the public at community events held on school property in accordance with the Portland School Committee's facilities use policy.
- By a school, approved student organization or program if consistent with the requirement that such sales not include foods of minimal nutritional value. At no time will these sales be in direct competition with the School Lunch and/or Breakfast program.

This policy applies to sales of foods and beverages at any time on school property by any person, group or organization.

When food and beverages are sold to attendees at community or public events sponsored by the school or held on school property, students, staff, parents, or school-sponsored organizations involved in such sales are encouraged to include at least some healthy food choices.

### **Funds from Sales of Competitive Foods**

Funds from all food and beverage sales made at any time on school property shall accrue to the benefit of the school's non-profit school food service program, except that funds raised through authorized sales outside the total food service program shall accrue to the sponsoring school or approved student organization in accordance with applicable policies, cash-management procedures and administrative directives, or to the sponsor of a community event that is held on school property in accordance with the Portland School Committee's facilities use policy.

### **Delegation of Responsibility**

The Superintendent/designee shall be responsible for enforcement of this policy. A school unit employee who observes conduct he/she believes to be a violation of this policy or is informed of such conduct by a parent, student or community member should contact the building administrator or Superintendent/designee.

Legal Reference: Ch. 51 (Dept. of Education Rule) (Child Nutrition Programs in Public Schools and Institutions)

Cross References:     DFF - Income From School Sales and Services - *Not avail/Portland Schools (3/12/13)*  
                              JJE - Student Fundraising Activities - *Not avail/Portland Schools*  
                              JJF - Student Activities Funds  
                              KFD - Community Use of School Facilities  
                              KJA - Relations With Booster Organizations  
                              KHB - Commercialism in the Schools  
                              Portland Public Schools Wellness Policy  
                              Accounting Bulletin 110V  
                              Administrative Bulletin 72F

Adopted: October 18, 2006