

MANCHESTER CITY SCHOOLS

Policy Manual

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The Manchester Board of Education recognizes the link between student wellness and academic achievement. The Board also values proper nutrition and physical activity and the education of students of the two and recognizes the impact they have on a students' physical, mental, emotional and social well-being. Thus, the Manchester City School District is committed to providing school environments that promote and protect children's' health, well-being, and ability to learn by supporting healthy eating and physical activity and education. Therefore, it is the policy of the Manchester City School District that: the plan below shall be followed by all schools in the District¹. The Board shall permit teachers, school health professionals, parents, administrators and any interested citizens to participate in the development of wellness policies.

To Achieve These Policy Goals - School Health Advisory Council will be established.

The District and/or individual schools within the District will establish a team consisting of a group of individuals representing the school and community and should include parents, students, and representatives of the school food authority, members of the Board, school administrators, teachers, health professionals, and members of the public. The team will work to develop, implement, monitor, review, and revise school wellness policies and will serve as a resource to school sites for implementing those policies. The team will also; ensure that all schools within the District create and implement an action plan related to the modules 1, 3 and 4 from the School Health Index; Ensuring that the results of the action plan are annually reported to the council, and Ensuring that school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education's Policy 4.206, Physical Activity (August 18, 2005) shall be used as guidance by the Council to make recommendations. The Board may consider recommendations of the Council in making policy changes or revisions^{1, 2}.

These policies will address seven components:

- Health Education
- Physical Activity
- Nutrition Standards
- Other School Based Activities
- Evaluation of Effectiveness of the Wellness Program
- Healthy School Environment
- Coordinated School Health

COMPONENT 1 **HEALTH EDUCATION**

Students in grades K – 8 will be offered health education that is part of a sequential, comprehensive, standards – based program designed to provide students with the knowledge and skills necessary to promote and protect their health. Health Education will be integrated into the core curriculum, including math, science, and language arts, as well as guidance classes. The adopted Michigan Model for School Health will be used for these classes.

Current health educational materials will be prominently displayed in the cafeteria/dining area that promote fruits, vegetables, whole grain products, low – fat and fat – free dairy products, and health – enhancing nutrition practices.

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To promote family and community involvement in supporting and reinforcing health education, schools will provide community outreach through use of the district website, parent menus, school newsletters, and other available media.

The District will provide opportunities for on-going professional training and development for foodservice staff and teachers in the area of health.

COMPONENT 2 **COMMITMENT TO PHYSICAL ACTIVITY**

The Board recognizes physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Ideally, and where possible, all K – 8 students shall have daily physical education all year. Tennessee state law TCA §49-6-1021 requires the implementation of ninety (90) minutes of physical activity per week into the instructional day for K-12 grades. It is required that each school in our District follow these guidelines. Physical Education classes shall be offered with moderate to vigorous physical activity being an integral part of the class. Students shall be encouraged by staff whenever possible to be physically active. Supervised recess/ physical activity should be offered daily to all elementary (K-5) school children. Physical activity will not be used (laps or push – ups) as punishment. Withholding recess or physical education as a consequence for misconduct or lack of academic performance should be avoided .

COMPONENT 3 **NUTRITION STANDARDS**

Meals served through the National School Lunch and Breakfast Programs will continue to:

- Be appealing to students;
- Be served in clean and pleasant surroundings;
- Meet nutrition guidelines established by state and federal regulations;
- Offer a variety of fruits and vegetables daily;
- Offer a variety of milk, including fat free, low fat, flavored and unflavored;
- Offer whole grain foods in both breakfast and lunch at all grade levels.

School menus are followed and analyzed using USDA – approved guidelines.

The District shall have procedures in place for providing to families, on request, information about the ingredients and nutritional value of foods served.

Minimum Nutritional Standards – food and beverages sold individually:

- The District will follow the standards established by the State Board of Education (Chapter 0520 – 1 – 6.04) Child Nutrition Programs – Minimum Nutrition Standards for Individual Food Items Sold or Offered for Sale to Pupils in grades Pre– Kindergarten through Eight) for foods and beverages sold in a la carte sales, vending machines, snack bars, school stores, fund raising, and concession stands on school campuses during the school day.
- Schools will engage students through taste tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify acceptable new, healthful, and appealing food choices.
- Schools will encourage all children to have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn: All schools will operate the School Breakfast Program: All Schools will notify parents and students of the availability of the School Breakfast Program: Schools will encourage students to eat a healthy breakfast daily: Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home material, or other means. All schools shall offer school meal programs with menus that meet the patterns and nutrition standards established by the U.S. Department of Agriculture and State Board of Education's Minimum Nutritional Standards for Individual Food Items Sold or Offered for Sale to Pupils in Pre-K through Eight.

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Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged.

The Manchester City School District shall ensure:

- Nutrition education will be integrated into curriculum, as appropriate.
- Students will have an awareness to eat a variety of foods; eat more fruits, whole grains, and vegetables; eat lower sodium and lower fat foods more often; and be physically active.
- Nutrition education will involve sharing information with families and the community to positively impact students and the health of the community.
- Schools will provide information to families that encourages them to teach children about health and nutrition and to provide nutritious meals for families.

COMPONENT 4

OTHER SCHOOL – BASED ACTIVITIES

- Schools will ensure that the required safety practices are followed in receiving, storage, preparation, and service of all foods at school or school sponsored events.
- School dining areas are clean, safe, and pleasant environments and reflect the value of the social aspects of eating.

Meal Times and Scheduling

Schools:

- Will ensure an adequate eating time for students to enjoy eating meals.
- Will schedule lunch time as near the middle of the day as possible.
- The school district will encourage all students to participate in the school meals program and protect the identity of students who eat free and reduced meals.
- Should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

Fundraising Activities

- To support children's health and school-nutrition efforts, schools will be strongly encouraged to support fundraising activities that do not involve food or that only include foods that meet the nutrition and portion size standards for foods and beverages sold individually.
- Schools will support fundraising activities that promote physical activity.
- The school district will provide a list of ideas for available fundraising activities.

Reward and/or Punishment

- Schools should avoid the use of foods or beverages as rewards for academic performance or good behavior.
- Schools will not deny students food or beverage at breakfast or lunch as a disciplinary measure or punishment.
- Schools should avoid denying student participation in recess or other physical activities as a form of discipline or for classroom make-up time.
- Schools will not use physical activity as punishment.

Celebrations

- Schools will be strongly encouraged to limit school wide celebrations to four (4) times yearly. (Halloween, Christmas, Valentine's and Easter)
- The district will disseminate a list of healthy party ideas to parents and teachers.
- When celebrations occur, the use of non-homemade, pre-packaged, unopened items that are nutritious and safe is encouraged.
- Food oriented cultural celebrations may take place in class provided that foods are pre-packaged or recipes are prepared in class.

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- Teachers and school staff will be permitted to bring fresh fruits and vegetables to be served to the class at school celebrations or as part of educational cultural lessons.

Communication with Parents

The district/schools will support parents' efforts to provide a healthy diet and daily physical activity for their children by:

- Sending home nutrition education.
- Providing parents with a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.
- Providing information about physical education and other school based physical activity opportunities before, during, and after the school day.
- Supporting parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity through a newsletter, or other take-home materials, special events, or other physical education homework.

COMPONENT 5

EVALUATION OF EFFECTIVENESS OF WELLNESS PROGRAM

The Board shall monitor the effectiveness of the wellness program within a wide-range of student constituency groups. Factors to be considered shall include, but are not limited to:

- Participation rates in school meal programs;
- Nutrition satisfaction surveys;
- Frequency and types of health problems which include medical issues, mental/emotional and behavioral health;

COMPONENT 6

COMMITMENT TO ENSURING A HEALTHY SCHOOL ENVIRONMENT

The Board strives to ensure that all schools offer healthy, safe, and supportive environments for students, staff, parents, and visitors. To further this goal, the Board and each school shall implement all state and federal laws and regulations related to the development, curriculum, services, standards, staffing, and assessment of wellness programs. Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature.

Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. This policy addresses conduct taking place on school grounds, at any school sponsored activity, on school-provided transportation, or at any official school.

School Wide Positive Behavior Support at Westwood Middle School (PBS)

School Wide Positive Behavior is a nationally recognized, research-based system designed to enhance the ability of school to educate ALL children by developing school-wide, non-classroom, classroom, and individual systems. PBS focuses on prevention and teaching appropriate student behavior in order to provide a predictable, safe, positive and consistent environment. Students are able to earn —rewards for various positive behaviors, including perfect attendance and taking pride in school appearance. Rewards are given to students when they are seen following one of the school rules. Rather than focus on inappropriate behavior, the provisions of PBS allow the staff at the school to recognize appropriate behavior from students. The process focuses on improving a school's ability to teach and support positive behavior for ALL students and staff.

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COMPONENT 7 COORDINATED SCHOOL HEALTH

All schools shall implement Centers for Disease Control's (CDC) Coordinated School Health (CSH) approach to managing new and existing wellness-related programs and services in schools and the surrounding community based on State law and State Board of Education CSH Standards and Guidelines. The District's Coordinated School Health Coordinator shall be responsible for overseeing compliance with State Board of Education CSH Standards and Guidelines in the District. He/she shall register with the State Department of Education.

The mission the Tennessee Coordinated School Health Program is to improve student health outcomes as well as support the connection between good health practices, academic achievement, and lifetime wellness. Coordinated School Health encourages healthy lifestyles, provides needed support to at-risk students, and helps to reduce the prevalence of health problems that impair academic success.

Coordinated School Health (CSH) is an effective system designed to connect health (physical, emotional and social) with education. This coordinated approach improves students' health and their capacity to learn through the support of families, communities and schools working together. The CSH approach consists of eight major components. By definition, all CSH components work together to improve the lives of students and their families. Although these components are listed separately, it is their composite that allows CSH to have significant impact.

The eight components include:

- health education,
- physical education/physical activity,
- health services,
- nutrition services,
- health promotion for staff,
- counseling and psychological services,
- healthy school environment, and
- student/parent/community involvement.

The LEA/consortium will meet the following requirements during this and subsequent grant periods:

- Ensure compliance with state *CSH Standards and Guidelines*;
- Employ a qualified, experienced individual (*one full-time employee*) to serve as Coordinator of Coordinated School Health, ensure the Coordinator's participation in state professional development/meetings (Annual CSH Institute and annual CSH Regional Professional Development Workshops), and guarantee the CSH Coordinator **works only on school health issues** and reports to someone in the Central Office; The Coordinated School Health grant also employs one full time school nurse at College Street Elementary.
- Collect and report baseline data on identified evaluation items, and report results to the state;
- Work with a Registered Dietitian to improve meal planning and preparation for students;
- Utilize CDC's *School Health Index* as the LEA's CSH assessment and planning tool. (Modules # 1 - 8);
- Maintain a local system and process for evaluation by developing and implementing an Action Plan;
- Submit program progress reports as requested by the Tennessee Department of Education;
- Maintain base expenditures in the eight school health components;
- Develop, support and sustain an active advisory council on school health, a staff coordinating council on school health, and individual healthy school teams;
- Orient and train administrators, teachers, and other school personnel on the CSH model at least annually;
- Engage in partnerships with the county health council and other community organizations/agencies concerned with the health and wellness of students and staff; and
- Seek additional external funding/in-kind support for CSH.

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Legal References:

1. **PL 108-265 Section 204**
2. **State Board of Education, Policy 4.206**
3. **TRRMS 0520-1-6**

Cross References: